



# मध्यप्रदेश राजपत्र

## प्राधिकार से प्रकाशित

क्रमांक 25]

भोपाल, शुक्रवार, दिनांक 17 जून 2016—ज्येष्ठ 27, शक 1938

### भाग ४

#### विषय-सूची

- |     |                        |                               |                                  |
|-----|------------------------|-------------------------------|----------------------------------|
| (क) | (1) मध्यप्रदेश विधेयक, | (2) प्रवर समिति के प्रतिवेदन, | (3) संसद में पुरःस्थापित विधेयक. |
| (ख) | (1) अध्यादेश,          | (2) मध्यप्रदेश अधिनियम,       | (3) संसद् के अधिनियम.            |
| (ग) | (1) प्रारूप नियम,      | (2) अन्तिम नियम.              |                                  |

#### भाग ४ (क)—कुछ नहीं

#### भाग ४ (ख)

#### अध्यादेश

#### उच्च शिक्षा विभाग

मंत्रालय, चल्लभ भवन, भोपाल

भोपाल, दिनांक 10 जून 2016

क्र. आर-101-सीसी-2016.—अड़तीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28 के अनुक्रम में, मेडीकेप्स निजी विश्वविद्यालय, इन्दौर के प्रथम अध्यादेश क्र. 01-46 राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के प्रथम अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम अध्यादेश क्र. 01 से 46

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

ए. एस. यादव, उपसचिव.

**MEDI-CAPS UNIVERSITY, INDORE**

The Medi-Caps University, Indore was established vide Madhya Pradesh bill No. 10 of 2015 and the notification in this effect was published in Madhya Pradesh Gazette (Extraordinary) vide Notification No. 293 dated July 22, 2015 and later, its English Translation was published in the Gazette (Extraordinary) vide notification No. 298, dated July 23, 2015.

In pursuance of the provisions of sub-section (1) of section 28 of the MP Private University Act 2007, the University herewith makes and submits the Ordinances of the M. P. Private University Regulatory Commission, Bhopal for its approval.

**ORDINANCE - 1****Admissions**

Admissions in various courses offered by the University shall be open to all the candidates who fulfil the eligibility criterion and shall be done strictly according to it. The admission procedure will be completed before the commencement of the academic session or the last date of the admission decided by the Academic Council, as laid down in the Statute 28. However, the Ph.D. admissions shall exclusively be governed as per the Ordinance 11. For the sake of continuity, the details of the eligibility criterion and the formation of admission committee at the Departmental level are given below:

**(a) Eligibility**

Eligibility criteria for admissions shall be based upon the merit of the qualifying examination(s) / admission test(s) conducted at State / National level by the University or by the State / National Bodies as decided by the University from time to time. The Academic Council will consider the eligibility criterion, determination of the merit, concessions etc. and decide / approve as the case may be. The criterion will be advertised / published in the prospectus / information brochure / on the website of the University for that session, before the commencement of the admission procedure.

**(b) The Admission Committee**

The Dean of the Faculty in consultations with the Head of the Departments of that Faculty shall appoint the admission committees duly approved by the Vice-Chancellor, for making the admissions in under graduate and post graduate courses, offered by the departments.

Each committee shall comprise of:

- (i) The Head of the Department;
- (ii) PG Coordinator of the Department;
- (iii) Senior most Professor / Associate Professor / Assistant Professor in the Department; and
- (iv) One member from outside the Department nominated by the Vice-Chancellor.



(c) Powers and Duties of the Committee

- (i) Powers and duties of the Committee shall be to select the candidates for admission to the various programmes in accordance with the approved procedure.
- (ii) The detailed guidelines to be followed for the admission with regard to the dates of receiving the applications, holding the admission tests, criteria for admission, order of merit shall follow the respective ordinances and will be advertised separately.
- (iii) After verification of the original documents, if any information furnished by the candidate in admission form, on which the candidate got admission, is found to be wrong or mismatched, then his admission will be treated as cancelled and fee deposited by him will not be refunded.
- (iv) The list of admissions made, together with the waiting list, shall be put up on the notice boards / website in the stipulated period.
- (v) Candidates with supplementary in the qualifying examinations will get the admission provisionally and if they fail to pass the qualifying examination the admission will stand cancelled.

(d) Provisions Regarding Number of Seats in Different Faculty

- (i) Provisions regarding number of seats in various courses shall be governed as prescribed in the Ordinances framed for the concerned subjects or courses of study and shall be in conformity to norms of the respective regulatory National bodies such as AICTE, UGC, NCTE and other Statutory Bodies.
- (ii) Policies and directives of Central / State regulatory bodies as applicable for the Private Universities established under the Act regarding the provisions for number of seats in different subjects and courses shall be applicable to the University.
- (iii) Number of seats in different programmes of study in the University, including reserved category seats if any, shall be approved by the Board of Management from time to time in accordance with the guidelines / approval given by the AICTE / concerned National Bodies / State Government as the case may be. Further, 15% supernumerary seats shall be made available for the candidates belonging to foreign nationals / non-resident Indians, if the University decides.
- (iv) Reservation policies of the Government for SC/ST/OBC (excluding creamy layer)/ Minority communities shall be followed.

- (v) If the candidates belonging to any reserved categories are not sufficient in numbers on the specified date for admissions, the vacant seats will be offered to the candidates in the general category according to the eligibility criterion.
- (e) **Alteration of Seats in Different Courses**
- (i) Alteration in number of seats in different courses will be recommended by the Academic Council at the beginning of each academic year following the norms of the State Government.
- (ii) The Board of Management, after examining the financial viability may grant the approval to the recommendations made by Academic Council as stated in the Statutes.
- (f) **Transfer from other Institutions / Universities in Different Courses**
- The university shall entertain the request from students of other Institutions / Universities for transfer in the courses offered by various departments. These transfers shall only be allowed up to the pre-final year classes. It means if the duration of course is of 4 years then student may request for a transfer up to third year only.
- The transfer shall be permitted by the University through the process laid down in Statute – 39 (c) (i) and (ii). For exemption of the subjects, the committee shall match the syllabi of the subjects and their standards, the student has already studied and passed with that of University syllabi. The credits of the subjects so earned will be transferred to the course in which the student undergoes the transfer.
- (g) **Duration of Course:**

The maximum period for the course shall be as specified in the respective Ordinances or Regulations. However, on the recommendations of the academic council, the Vice – Chancellor may allow the student to rejoin and continue his studies. There shall not be any time limit. The equivalent credits earned by the student shall be carry forwarded in the prevailing scheme. However, while choosing the subjects, the candidate shall be required to study the pre-requisite courses if any.

**ORDINANCE - 2****Courses of Studies**

(a) The University shall offer courses in the following Faculty:

- (i) Architecture and Planning
- (ii) Arts, Humanities and Social Sciences
- (iii) Commerce
- (iv) Education and Physical Education
- (v) Engineering
- (vi) Home Science
- (vii) Law
- (viii) Management Studies
- (ix) Pharmacy
- (x) Science

Two or more faculty may be grouped together to make one Faculty and / or new faculty may be as constituted according to the need.

(b) Departments of Studies

Following shall be the Departments of studies assigned to each Faculty imparting programmes (courses) as decided by the Academic Council:

S.No	Faculty	Departments	Courses Offered
1	Architecture and Planning	Architecture and Planning	Architecture, Rural Planning, Urban Planning, Interior Design, Planning
2	Arts, Humanities and Social Sciences	Arts and Fine Arts	Arts, Fine Arts and Paintings, Journalism and Mass Communication, Music, Fashion Design, Interior Design, Media and Communication, Multimedia Animation and Film Making, Performing Arts
		Economics and Social Science	Economics, Geography, History, Philosophy, Psychology, Sociology, Library Science
		Languages	Creative Writing, English Literature, Finishing Schools,

			Foreign Languages, Hindi Literature, Translation
3.	Commerce	Commerce	Accounting, Banking, Computer Applications, E-commerce, Finance, Insurance, Marketing, Taxation
4.	Education and Physical Education	Education	Education
		Physical Education	Physical Education, Yoga
5.	Engineering	Agricultural Engineering	Agricultural Engineering, Food Technology
		Biotechnology	Biotechnology, Bioinformatics, Biometrics and Cyber Security
		Civil Engineering	Civil Engineering, Structural Engineering, Building and Construction Technology, Civil Engineering (Construction Technology), Civil Engineering (Environmental Engineering), Civil Engineering (Transportation Engineering), Computer Aided Structural Analysis and Design, Construction Engineering, Construction Technology and Management, Highway Engineering
		Computer Applications	Computer Applications
		Computer Science and Engineering	Computer Science and Engineering, Computer Networks and Information Security, Networking, Software Engineering
		Electrical Engineering	Electrical Engineering, Electrical and Electronics Engineering, Control Engineering, Power System Engineering, Control Systems, High Voltage and Power

			Systems Engineering, Power Electronics
		Electronics Engineering	Electronics Engineering, Electronics and Communication Engineering, Electronics and Instrumentation Engineering, Nano-Technology, Communication Engineering, Digital Communication, Digital Instrumentation, Microwave Engineering, VLSI and Embedded Systems Design
		Information Technology	Information Technology, Cyber Security, Web Technology, Web Engineering, Cloud Computing
		Mechanical Engineering	Automobile Engineering, Fire Technology and Safety, Industrial Engineering, Mechanical Engineering, Production Engineering, CAD / CAM / CAE, Design Engineering, Design of Mechanical Systems, Heat and Power, Industrial Design, Industrial Engineering and Management, Machine Design, Product Design, Production and Industrial Engineering, Thermal Engineering
6.	Home Science	Home Science	Home Science, Nutritional Biochemistry, Food and Nutrition, Food Technology
7.	Law	Law	Law
8.	Management Studies	Management Studies	Advertising and Media Management, Banking, Banking and Financial Services, Banking and Insurance, Business Administration, Business

			Management, E-commerce, Entrepreneurship, Event Management, Financial Management, Banking, Financial Services and Insurance (BFSI), Foreign Trade, Hospital and Health Care Management, Hospitality Management, Human Resource Management, Information Technology Management, Logistics Management, Marketing Management, Operations Management, Personnel Management, Pharmaceutical Management, Retail Management, Technology Management, Tourism and Travel Management
9.	Pharmacy	Pharmacy	Medicinal Chemistry, Pharmaceutics, Pharmacology and Toxicology, Industrial Pharmacy, Pharmaceutical Technology, Pharmaceutical Chemistry, Pharmaceutical Analysis, Pharmaceutical Quality Assurance, Regulatory Affairs, Pharmaceutical Biotechnology, Pharmacy Practice, Pharmacology, Pharmacognosy, Phytopharmacy and Phytomedicine
10.	Science	Chemistry	Applied Chemistry, Chemistry, Cosmetic Technology
		Computer Science	Computer Applications, Computer Science, Information Technology

		Electronics	Electronics, Electronics and Communication, Electronics Instrumentation, Library and Information Science
		Mathematics	Applied Mathematics, Mathematics , Statistics
		Physics	Applied Physics, Laser Science and Applications, Material Science, Nanomaterials, Nanotechnology, Physics, Electronic Media

Some of the Departments may not offer some of the programmes. Further, new Departments may be established after the approval of the Academic Council, and other relevant bodies of the University.

The curriculum of the programme, minimum teaching hours, examination, evaluation schemes, passing marks and award of divisions etc. shall be decided by the various competitive bodies of the University including that of Academic Council.

**ORDINANCE - 3****Academic Calendar**

- (a) Each academic year shall be divided into two independent semesters of 6 months each. During this period, the classes will be held for 16 weeks and rest of the period shall be utilised for the examination preparation, holding practical and theory examinations, preparation and declaration of the results and finally, in the preparation and conduction of the makeup exams, if any.

However, some of the courses may be conducted with annual system as the academic schedule. The teaching and examination system will follow the regulation specifically meant for such courses.

- (b) Departments shall arrange all the academic activities during the semester including registration for the course, semester studies, internal evaluation, drop / withdrawal from courses, quizzes, assignments, mid semester and end semester examinations and declaration of the results.
- (c) The Registrar / Dean of each Faculty shall announce the schedule for all the academic activities well before the commencement of the academic semester and take all the necessary steps to follow them scrupulously. Schedule of activities shall be disseminated well in advance through website and proper media.
- (d) Starting of Classes

Regular teaching of the newly admitted students and that of others will begin from the opening day of the Academic Session.

Continuing students will be required to fill up the continuation admission form within 10 days from the date of the declaration of the result or within seven days of the reopening of the University, whichever is later. Ex-students and those having a break in studies will have to apply like fresh students for the re-admission.



**ORDINANCE - 4****Examinations and Assessment**

- (a) To assess the performance of the student in examinations, the usual approach to award marks shall be based on the examinations conducted at various stages i.e. sessional, mid-term, end-semester etc.; during the semester.
- (b) There shall be University Examination at the end of each semester. This shall include the theory paper and practical examinations, if required. The practical examination normally be conducted by the subject teacher, preferably jointly with an external examiner; this may include a written / practical / design / drawing examination with built-in oral part for laboratory / design / drawing courses.
- (c) Whenever, there is a change in a syllabus, the model question paper should be finalized by the Teaching Faculty of the Department and approved by the Department Council well in advance. This model question paper should be sent to the paper setter by the Controller of Examination and also be given to students who are going to appear in that paper.
- (d) The sessional marks, wherever applicable should be the process of Continuous Internal Evaluation (CIE), to be normally conducted by the subject teachers throughout the semester. This includes mid-term tests, weekly / fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project and other means. The subject teacher shall announce the detailed methodology for conducting the various segments of CIE together with their weightages at the beginning of the semester.
- (e) The evaluation of the project work shall be based on the sessional work assigned by the project supervisor, seminar presentation, project report and assessment by the Project Evaluation Committee constituted by the Head of the Department.
- (f) The internal and the end semester examinations shall have 40 : 60 weightage respectively. A student's performance in a subject shall be judged by taking into account the results of both the examinations individually.
- (g) Span period of completion of courses shall be as prescribed in the respective regulation.
- (h) Conduct of Examinations

- (i) All the arrangements to conduct the examinations of the University shall be made by the Controller of the Examinations in accordance with such directions as may be issued by the Vice-Chancellor.
- (ii) The Controller of the Examinations shall prepare the schedule of Examinations and upload the same on the University website and also advertise it for wide publicity, at least 30 days in advance. In addition to the notification of the schedule, the University shall also notify the last date by which applications and examination fee will be required to be deposited by the intending examinees.
- (iii) The Registrar shall notify the fee payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fee before the commencement of the examinations shall not ordinarily be eligible to appear in the examination. However, the Vice-Chancellor may at his discretion allow the student in certain cases of genuine hardship, and give the extension to deposit the examination fee. The result of such students shall, however be withheld until the dues are cleared by them.
- (iv) The University shall have the right to call the records of the teachers to evaluate his performance as an evaluator. If not found satisfactory, the action to the extent of termination from the services of the internal examiners and debarring the external examiners for any number of years may be taken by the Board of Management.
- (v) Practical examinations shall be conducted by the Board of Examiners. The Board shall consist of at least one internal and one external examiner.

Subject to the provisions of the Act, the Statutes and the Ordinances, the administrative issues such as disorderly conduct in examinations, malpractices, dates of submission of examination forms, issue of duplicate mark sheets and degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the Regulations approved for the purposes by the Academic Council.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take the decision, after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the

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Deans of the Faculties. However, the decision of the Vice-Chancellor shall be final.

(i) Makeup Examinations

- (i) If the student wishes to improve his sessional marks or remained absent during the tests and mid semester examinations due to some unavoidable circumstances such as illness of self, illness of the close relation or death etc., the student may request in writing to the Dean to hold special tests / examinations for the same. The Dean in consultation of the Head of the Department may accord the permission after charging the prescribed fee. However, this permission will not be a privilege of the student and will be decided on the merit of the individual case.
- (ii) The Makeup Examination shall be available to students who may have missed to take end semester examination in one or more courses in a semester for valid reasons and also for those who earned F grade. The makeup examination shall be held as per dates notified in the Academic Calendar. However, it shall be possible to hold a makeup examination at any other time in the semester with the permission of the Dean of the Faculty. The standard of conducting this examination shall be the same as that of the normal end semester examination.
- (iii) If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 as per the requirement, such a candidate shall be permitted to improve requisite grade point by reappearing in theory / practical subjects, in the ensuing examination.

(j) Choice Based Grading System

The University will implement the Choice Based Grading System in teaching and the conduction of examinations. For undergraduate classes, the teaching scheme will consist of courses to be taught keeping in mind fundamentals, core and electives to be chosen by the students from the employability angle.

In the grading system, the one credit shall be equivalent to that of one hour of the conduct of a Lecture (L), Tutorial (T) and two (2) hours of Practical (P) per week in the respective schemes.

(k) Award of Grade and Grade Points

- (i) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Board of Studies and shall be approved by the Academic Council and the Board of Management.

- (ii) The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

i. Theory Block

Quizzes, assignments and regularity	20 %
Mid – semester test (s)	20 %
End – semester examination	60 %
Total	100 %

ii. Practical Block

Lab work and performance, quizzes, assignments and regularity	40 %
End – semester examination	60 %
Total	100 %

Practical training, and project work shall be treated as practical subjects.

- (iii) Each student, registered for a course, shall be awarded grade by the concerned Faculty / faculties for the specific subject / paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under :

Grade Description	% Marks Range	Grade Point	Performance
O	$90 \leq m \leq 100$	10	Outstanding
A +	$80 \leq m \leq 89$	9	Excellent
A	$70 \leq m \leq 79$	8	Very Good
B +	$60 \leq m \leq 69$	7	Good
B	$50 \leq m \leq 59$	6	Above Average
C	$40 \leq m \leq 49$	5	Average
P	$30 \leq m \leq 39$	4	Pass
F	$m \leq 29$	0	Fail
Ab	-	0	Absent

- (iv) The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{th}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{th}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Where  $NC_j$  is the number of total credits offered in the  $j^{th}$  semester,  $SG_j$  is the SGPA earned in the  $j^{th}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that course.

Sufficient precaution shall be taken while evaluation of the answer booklets. However, a provision for requesting a retotaling or revaluation will be available through application in a proper format to the Examination Controller with a prescribed fee as specified in the respective regulation.

The performance of the semester shall be available to the students in the form of Grade Report. This report shall be prepared after evaluation of the in-semester performance within a duration proposed by the Examination Committee after formal declaration of the results.

#### (l) Attendance

Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Dean of the Faculty and the Vice-Chancellor of the University, respectively for satisfactory reasons.

#### (m) Condoning of the Deficiency

- (i) Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the semester examination. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).

- (ii) One grace mark will be given to the candidate who is failing / missing honours / missing first division by one mark, on behalf of the Vice-Chancellor in the Examination. This benefit will not, however, be available to a candidate getting advantage under Re-Examination / Makeup Examination.

(n) Award of Division and Merit List

- (i) Division shall be awarded only after passing out the final semester examination, based on integrated performance of the candidate for all the academic years of the course as per following details:

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

- (ii) The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = (\text{CGPA Obtained} * 100) / 10$$

- (iii) Branch / Course wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination, on the basis of the integrated performance of all the academic years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.

- (iv) For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.

(o) Promotion to Higher Semester

- (i) To pass a particular subject of the course the minimum required grade is P. However, the candidate should also separately score minimum of

grade P in end semester examinations of theory and practical parts of the subject.

- (ii) A candidate who fails to score minimum credit in a particular year as laid down in the respective Regulations, shall not be admitted to the next higher year.

(p) The Appointment of Examiners

- (i) All examiners for the theory and the practical examinations shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor. Under unavoidable circumstances, the Controller of Examination may appoint the examiners provided that the Vice-Chancellor at his discretion delegates the authority to him for a short period.
- (ii) The names of the examiners shall be recommended by the respective Departmental Councils to the Examination Committee as laid down in Statute 33.
- (iii) For the examination of each subject of the course, the HOD of the concerned Department / Dean of the concerned Faculty will send the model question paper(s), if required, prepared by the concerned teacher(s) to the Controller of Examinations quite well in advance. The appointed Examiners, while setting the Question Papers shall use the model question papers as a guide. The question papers shall be set out by the examiners from the entire syllabus of the course.

(q) The Moderation Board

Wherever required, the Moderation Board duly approved by the Academic Council shall be constituted to finalise the question paper(s) before printing in a strictly confidential environment. The Moderation Board will consist of following:

- (i) The Dean of the Faculty - Chairman
- (ii) The HOD of the concerned Department - Member
- (iii) Two senior most teachers by rotation, as subject experts – Members.

The tenure of the members as subject experts shall be two years.

**ORDINANCE - 5****Award of Degrees, Diplomas and Certificates**

- (a) The convocation of the University will be held on the date as fixed by the Chancellor. The detailed program of the convocation will be hosted on the website and also to be informed to the recipients of Degrees by the Registrar's office. In addition, the University will invite in writing the parents of the recipients of Gold Medals and Ph.D. during the convocation.
- (b) Academic Costumes, the Medals, the Format of the Degrees, Diplomas and Certificates to be conferred during the convocation shall be as prescribed by the Regulations.
- (c) The special meeting of the Academic Council followed by the Board of Management shall be held before the date of convocation to approve the award of Degrees / Diplomas / Certificates to the qualified recipients. A list of such recipients shall be prepared by the Registrar / Examination Section and be circulated in advance for the consideration of the Academic Council and Board of Management.
- (d) A candidate who does not wish to attend the convocation may obtain his Degree in absentia by submitting an application in prescribed format to the Registrar, along with the fee as decided by the University.
- (e) If the convocation is not being held due to some unavoidable circumstances within six months from the date of declaration of the last result, the degrees may be awarded after completing necessary formalities.
- (f) Provisional Degree may be issued by the Registrar to the candidate, who has fulfilled all the requirements for the award of Degree, after obtaining the approval from the Vice-Chancellor.
- (g) The Academic Council shall be responsible to decide and approve the design of medals and prizes etc. from time to time.
- (h) The University shall hold the examinations for the academic programmes, as approved by the Academic Council.
- (i) A candidate who has earned the minimum number of credits as prescribed in the Regulations, shall be declared as pass in the prescribed division and shall be eligible for the award of degree / diploma / certificate. Further, a student shall be awarded a degree / diploma / certificate if
  - (i) He has successfully passed all the examinations as required / prescribed for the award.
  - (ii) There is nothing outstanding in his name.
  - (iii) No disciplinary action is pending against him.



**ORDINANCE - 6****University Fellowships, Scholarships, Stipends, Medals and Prizes.****(a) Scholarships, Fellowships, and Concessions in Tuition Fee**

- (i) All recommendations for the award of scholarships, fellowships and concessions shall be considered and decided by the committee constituted by the Chancellor. Following will be the members of the committee:
  - i. The Vice-Chancellor – Chairperson
  - ii. Nominee of the Chancellor
  - iii. Deans of all the Faculties
  - iv. Chief Finance and Accounts Officer (CFAO)
- (ii) The decision of the Committee shall be forwarded to the Chancellor for his approval, before implementation of the decision.
- (iii) The University shall award merit / merit - cum - means (MCM) scholarships, assistantships, awards, prizes and medals as approved by the Academic Council and Board of Management.
- (iv) Merit Scholarships, one each of value of full, half and quarter of tuition fee amount, as prescribed from time to time for general or special category of students shall be awarded in different programmes on the following basis:
  - i. Only those students will be eligible for the award of Merit Scholarship who were admitted through entrance examinations and have cleared all the courses prescribed during the previous semester in single attempt.
  - ii. Award shall be based on merit of the preceding semester.
  - iii. The Academic Council shall consider and approve the names of the students for the award of merit scholarships after the declaration of the semester result.
  - iv. The Merit Scholarship shall be tenable for one semester only.
  - v. If a student declines the merit scholarship, the same shall be awarded to the next student in the approved merit list.
  - vi. A student who has been awarded merit scholarship from the University shall not be entitle to receive any kind of stipend or any other financial assistance from any other source. However, in all such cases the student will be required to communicate the same to the University.
  - vii. If the recipient of merit scholarship is found guilty of gross misconduct, his case after due warning to the student shall be

reported to the Academic Council for the withdrawal of the scholarship.

- (b) The details of the other scholarship and stipends offered by the University shall be published in the prospectus.
- (c) The limit of parental gross income per annum shall be as decided by the Board of Management for merit cum means scholarship.
- (d) Other scholarships and concession in fee not mentioned in this ordinance shall be declared as and when required, to motivate the academic talents to receive the education. This matter has to be recommended by the Academic Council and to be approved by the Board of Management.

**ORDINANCE - 7****Institutions of Fellowships, Scholarships, Stipends, Medals and Prizes Instituted  
by Donors**

Other person(s) or parties, if interested to institute the scholarships / medals / prizes in the memory of their beloved one or otherwise, should make an application to this effect to the Vice-Chancellor who shall constitute a committee consisting of all the Deans, the Registrar and the CFAO under his Chairmanship to consider the matter.

Scholarships / medals / prizes shall be instituted through an agreement between the University and the Donor under following conditions:

- (a) The donor shall donate an amount as decided by the Board of Management from time to time. The donated amount shall be made available to the University through cheque or bank draft in favour of Medi-Caps University payable at Indore.
- (b) The amount of the scholarship shall be paid on the basis of the annual interest accrued on the donated amount. However, the amount of the scholarship will be equivalent to that of Full / Half / Quarter of Tuition fee depending upon the interest generated in a year on the donated amount.
- (c) The amount of the scholarships shall be reviewed after every three (3) years to check the financial viability.
- (d) The donor shall specify the name of the program, discipline, year of study, basis of award such as pure merit or merit-cum-means.
- (e) After having the approval of the Board of Management and the Academic Council the information about the scholarships etc. shall be uploaded on the web site and be published in the Prospectus/Information Brochure.

**ORDINANCE - 8****Conditions of Residence of Students in Hostels**

- (a) Students living in the Hostels of the University will be termed as resident students / hostellers and others will be called as non-resident students / day scholars.
- (b) The University shall provide hostel accommodation on payment as decided by the University from time to time. The resident students shall conform to the regulations of the University. The hostel fee and mess charges for each hostel will be decided by the Chief Warden in the meeting of the Wardens and to be approved by the Vice-Chancellor and notified to the students in advance. No change shall be done during the session.
- (c) The wardens shall be responsible for the property of the hostels inclusive of furniture, fixtures etc. All kind of maintenance as required to be done / completed during the long vacations through the Chief Warden. Soon after the re-opening of the University, but before the 31<sup>st</sup> of July, all the Wardens should submit the following information to the Chief Warden:
  - (i) The number of vacant seats which are available for allotment to the newly admitted students.
  - (ii) The name of the students to be removed from the hostels on account of the disciplinary action.
- (d) The University Hostels shall provide adequate facilities for physical exercises, games, sports, etc. for their students and shall prepare a programme for the year and shall forward a statement of the same to the Chief Warden.

**ORDINANCE - 9****Disciplinary Action against the Students**

- (a) Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as reprimand, disciplinary probation, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or cancellation of Ph.D. registration and even expulsion from the University.
- (b) The Head of the Department / Superintend of Examinations shall report the unfair means cases with necessary documentary proof, if any, to the unfair means committee. The committee shall examine the individual cases and using the powers vested in it by the regulations may award punishment to the student even to the extent of cancelling his one or more semester examinations.
- (c) The Teacher shall have the powers to take appropriate action against the student if he misbehaves in the class. Also, all such cases are required to be reported to the appropriate committees / authorities.
- (d) The Warden of the hostel has the powers to reprimand, impose fine or take any other suitable measure against that resident who violates either the Code of Conduct or rules and regulations pertaining to the hostels. Involvement of a student in ragging may lead to his expulsion from the University.
- (e) The Violation of the Code of Conduct by an individual or a group of students can be referred to the Dean of Students by a student, Faculty or other functionary of the University. The Chairman shall investigate the alleged complaints, etc. and recommends the suitable course of action to the Vice-Chancellor.
- (f) Further, in exceptional circumstances, the Vice-Chancellor shall appoint a special committee to investigate and to recommend appropriate action for any act of gross indiscipline involving an individual or a group of students, which, in his view, may tarnish the image of the University.
- (g) The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Vice-Chancellor for his final decision.
- (h) A student who feels aggrieved with the punishment awarded may, however, appeal to the Vice-Chancellor stating clearly the case and explaining his position, and seeking reconsideration of the decision.
- (i) The Vice-Chancellor may not recommend a student, who is found guilty of some major offence, to the Board of Management for the award of a Degree / Diploma / Certificate even if he has satisfactorily completed all the academic requirements.

**ORDINANCE - 10****Manner of Cooperation and Collaboration with Other Universities**

The University may seek the cooperation and / or collaboration with other Global Universities / Institutions for mutual academic and financial benefits according to the pertaining guidelines, rules and regulations etc. of the Central Govt. / State Govt. / UGC / AICTE and other professional bodies. All such proposals shall be prepared by the respective departments and be forwarded to the Academic Council for considerations and approval. If the Council approves the same then the proposal should be forwarded to the Board of Management and the Governing Body for their considerations and approval.

Concerned Regulations shall highlight the procedures and details that shall be followed.

**ORDINANCE - 11****Ph.D. Programs**

Facilities for research work leading to the Ph.D. Degree shall be provided in the Faculty of the University in the programmes offered. These facilities include the laboratories and Workshops of his own department, other departments and central facilities available elsewhere in the University. Further, the scholars will have the access to the seminars held in the own department and other departments of the University, throughout the year. However, they have to follow the norms as decided by the Organizers.

The University shall also invite distinguished Scientists and Engineers to visit the Departments / Centres to deliver lectures and hold the discussions with the research groups. The Ph.D. students will thus get ample opportunities to pursue their research programmes in a truly stimulating environment.

The Department shall constitute a Departmental Research Committee (DRC) with all experienced researchers in the department as the members and may also include external experts of significant research contribution. The DRC shall meet and monitor the six monthly progress of the Scholar. Regulations shall specify the duties of the DRC. The recommendations of the DRCs shall be submitted to the Vice - Chancellor for approval.

**(a) Eligibility for Registration**

The eligibility of the student will be considered by the University for Registration in Ph.D. program on his making an application in the prescribed form provided that he has obtained Post Graduate Degree or equivalent qualification from a UGC Recognised University or Institute.

- (i) Faculty, Research Assistant, Technical Assistants or any other duly approved category of University Staff shall be eligible for the registration for Ph.D. program under the provisions of this Ordinance.
- (ii) A student who is eligible for Ph.D. program shall have to obtain the required minimum credit of Ph.D. course work.

Notwithstanding the provisions as stated above in (a)(i) to (a)(iii), the Board of Management will consider the registration for the degree of Doctor of Philosophy of a student who has obtained the B.E. / B.Tech. degree or an equivalent qualification by virtue of an examination in a subject duly approved by the Board of Management and has successfully completed the

minimum prescribed credit requirements under an approved programme of studies.

(b) Procedure for Admission

Following procedure shall be adopted by the Departments of the University for the admission of the candidates for the Ph.D. program.

- (i) At any instance of time, the approved Supervisor shall not be permitted to register more than eight research scholars taking all the registrations together in all the Universities / Institutes. The number of seats for Ph.D. shall be decided well in advance. The Ph.D. programmes will be notified and widely advertised on the University website and in advertising media.
- (ii) All admissions shall be made through an Entrance Test.
- (iii) Candidates who have qualified UGC / CSIR (JRF) Examination / SLET / GATE / teacher fellowship / have been admitted in M.E / M.Tech. through valid GATE score / M. Phil Programme through UGC NET score shall be admitted as specified in the Regulations.
- (iv) An interview shall be organized by the Departmental Research Committee (DRC) in the University and the candidate is expected to discuss their research interest/ area.
- (v) Only the pre-determined number of students shall be admitted to Ph.D. programme.
- (vi) The admission to Ph.D. Programmes shall be made in accordance with the National/ State Reservation Policy as applicable to the Private Universities in the State.

(c) Eligibility Criteria for Ph.D. Supervisor

The eligibility criterion for the recognition of a faculty and others as supervisor for the Ph.D. scholars by the University shall be a regular faculty of the University / Adjunct Professor / Research Scientist / Research Engineer holding a Ph.D. degree. Also an eminent Researcher / Artists / Scientist with PG or equivalent Degree having over 15 years of Research Experience, and who is eligible as defined in UGC Regulations shall apply on a prescribed form to a DRC for the recognition as a Supervisor to guide the students. The DRC shall consider the application in its meeting and forward the recommendations to the Academic Council / the Vice Chancellor for the approval.



(d) Allocation of the Supervisor

The allocation of the supervisor for a selected student shall be decided by the DRC in a formal manner depending upon the number of students per supervisor, the available specialization among the faculty supervisors, and the research interest of the student as indicated during interview by the student. The allotment / allocation of supervisor shall not be left to the individual student or teacher.

(e) Course Work

After having been admitted, each Ph.D. students shall be required to undertake course work for a minimum period of one semester. The course work shall be treated as pre Ph.D. preparation and must include a course on research interest, research methodology which may include quantitative methods and Computer Applications. It may also involve reviewing of published research work in the field of interest.

The minimum qualifying requirement such as grade, credits, seminars, publications etc. for allowing a student to proceed further to write the dissertation will be as specified in the regulations.

(f) Research Work

After satisfactory completion of the Ph.D. course work, the Ph.D. scholar shall undertake research work and submit a thesis based on the research work within maximum period of six years from the date of registration of the scholar. Thesis work should reflect the ability of the scholar to deeply explore the research studies, analysis of facts, make scholarly contribution to the advancement of knowledge as reflected in his publications in the research journals. Following requirements should be full filled by the scholar before the submission of the thesis:

- (i) The Scholar shall make a pre Ph.D. presentation in the Department that may be open to all the faculty members and research scholars for getting feedback and comments, which may be suitably incorporated by the research scholars into the draft thesis under the advice of the supervisor.
- (ii) Ph.D. scholar shall publish at least one research paper in a referred Journal of repute approved by the DRC, before the submission of the thesis / monograph for adjudication, and produce evidence for the same in the form of acceptance letter or the reprint.

(g) Conditions for Conferment of the Degree

The Degree of Doctor of Philosophy shall be conferred on a student subject to the following conditions:

- (i) Research work has been carried out under the guidance of the Supervisor(s) for at least two years in the case of regular students and three years in the case of external students after their date of registration on a topic duly approved by the Departmental Research Committee.
- (ii) The thesis submitted by the student is required to be recommended for the award of the Ph.D. degree by two external referees and by the Board of Examiners constituted for the viva - voce examination.
- (iii) Notwithstanding the provision of (a) mentioned above, a student registered for the degree of Doctor of Philosophy may be permitted to carry out a part or the whole of his research work outside the University in a factory, laboratory, workshop, worksite or other research centres duly approved for the purpose by the University.
- (iv) The degree of Doctor of Philosophy shall be conferred only after the satisfaction of the DRC.

(h) Depository with UGC

Following the successful completion of the evaluation process and announcements of the award of Ph.D. the University shall submit following to the UGC.

- (i) A soft copy of the Ph.D. thesis, within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions and Universities.
- (ii) A hard copy of the signed Notification to the UGC and AIU.
- (iii) Along with the Degree, the University, shall issue a Provisional Certificate to the student, certifying to the effect that the Degree has been awarded in accordance with the guide lines issued by the UGC from time to time.

**ORDINANCE - 12****Master of Philosophy (M.Phil.)**

The University will offer M.Phil. Program in following faculties:

- (i) Arts, Humanities and Social Sciences
- (ii) Commerce
- (iii) Education and Physical Education
- (iv) Home Science
- (v) Management Studies
- (vi) Science

S.No	Faculty	Subject
1.	Arts, Humanities and Social Sciences	Arts
		Economics and Social Science Geography, History, Philosophy, Psychology, Sociology
		English Literature, Hindi Literature,
2.	Commerce	Commerce
3.	Education and Physical Education	Education
		Physical Education
4.	Home Science	Home Science, Nutritional Biochemistry, Food and Nutrition, Food Technology
5.	Management Studies	Management Studies
6.	Science	Chemistry
		Computer Science, Information Technology
		Electronics
		Mathematics
		Physics, Electronic Media

- (a) The University shall offer above courses as per guidelines of the University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
- (b) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, ~~hereunder~~ and elsewhere.

- (c) The University shall follow the UGC guidelines and adopt the choice based credit system.
- (d) The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.

(e) Admission:

Candidate seeking admission in M. Phil. courses must have passed basic eligibility criteria i.e. Master Degree in Arts discipline from any recognized University and must be eligible as per UGC Regulations. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall be as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(f) The Teaching Scheme:

The teaching scheme and the syllabi of the different courses shall be prepared by the Departmental Council keeping in view the preparation of research scholars, subject experts, researchers and academicians with the expected academic and research attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

Keeping this requirement in mind, Dissertation and Electives shall also be offered in semesters. The syllabi of the electives, computer applications and research methodology should be prepared in consultation with the academicians or professionals.

(g) The Examination Scheme:

The scheme of examination and all the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, ~~Condoning~~ of Deficiency,

Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 13****Bachelor of Architecture (B. Arch.)**

The Faculty of Architecture and Planning shall offer Under Graduate Program in Architecture as per details given below:

**(i) Bachelor of Architecture (B.Arch.)**

- (a) The University shall offer above course as per guidelines of the Council of Architects / All India Council for Technical Education (AICTE) / University Grants Commission (UGC) and / or otherwise as prescribed by the State Government of Madhya Pradesh from time to time.
- (b) The medium of instructions and examinations shall be English throughout the course of studies.
- (c) The University shall follow the UGC / AICTE / Council of Architects guidelines and adopt the choice based credit system.
- (d) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (e) The minimum duration to complete the course shall be Five (5) years and maximum up to Eight (8) years.
- (f) Admission:

The eligibility for admission to the first year of B.Arch. courses shall be based on the Qualifying Examination / Entrance Test to be conducted at State or National level or according to the guidelines as given by the State / Central Government from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

In addition to above, the University shall admit candidates directly in the second year i.e. third semester (lateral entry) of the B.Arch. course in accordance with the policies and norms of the State Government as applicable to the candidates who have passed the Diploma Course in Architecture from M.P. Board of Technical Education, Bhopal or duly recognised and equivalent from elsewhere.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(g) The Teaching Scheme:

The teaching scheme and the syllabus of the B.Arch. shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the future Architects with the expected Graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The duration of B.Arch. shall be that of five (5) years consisting of ten (10) semesters. While preparing the Syllabi of the First and Second Semesters, the care should be taken to see that it should concentrate to strengthen the fundamental concepts useful in the study of Architecture.

Students in Second Year and onwards have to study the courses to understand the complexities of the discipline and to about to solve them. Therefore the Syllabi from Third to Seventh Semester should be designed and taught in such a manner that they can gain the in-depth knowledge of the discipline.

Eighth and Ninth semesters of studies are very crucial for the students as they get matured and start understanding the Technology. They need to gather more knowledge to become a successful Architect, the study of Seminars, Projects, Elective and Internship are being introduced in these semesters. The syllabus of the electives should be prepared in consultations with the professional Architects.

The last semester i.e. Tenth (10) will be dedicated to the Professional Project which shall be carried out by the students either inside / outside the campus under the supervision of Academician or with Professional.

(h) Examination Scheme:

The scheme of examination and all the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and ~~Merit~~ List, Promotion to

Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 14****Master of Architecture (M.Arch.)**

The Faculty of Architecture and Planning shall offer Post Graduate Programs in different specializations in Architecture as per details given below:

(i) Master of Architecture (M.Arch.) in different Specializations

- (a) The University shall offer above courses as per guidelines of the Council of Architects / All India Council for Technical Education (AICTE) / University Grants Commission (UGC) and / or otherwise as prescribed by the State Government of Madhya Pradesh from time to time.
- (b) The medium of instructions and examinations shall be English throughout the course of studies.
- (c) The University shall follow the UGC / AICTE / Council of Architects guidelines and adopt the choice based credit system.
- (d) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (e) The minimum duration to complete the course shall be Two (2) years and maximum up to Five (5) years.
- (f) Admission:

The eligibility for admission to the first year of M. Arch. courses shall be based on the Qualifying Examination / Entrance Test to be conducted at State or National level or according to the guidelines as given by the State / Central Government from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(g) The Teaching Scheme:

The teaching scheme and the syllabus of the M. Arch. shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the future Architects with the expected Post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The duration of M. Arch. shall be that of two (2) years consisting of four (4) semesters. While preparing the Syllabi of the First and Second Semesters, the care should be taken to see that it shall be capable of strengthening the fundamental concepts in the study of Architecture.

Students in Final Year have to study the courses to understand the applications of the discipline and to about to solve them. Therefore the Syllabi should be designed and taught in such a manner that they gain the in-depth knowledge of the discipline. Seminars, Projects and Electives shall be introduced in these semesters. The syllabus of the electives should be prepared in consultation with the professional Architects.

(h) The Examination Scheme:

The scheme of examination and all the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.



**ORDINANCE - 15****Diploma in Architecture (D. Arch.)**

The Faculty of Architecture and Planning shall offer Diploma in Architecture as per details given below:

- (i) Diploma in Architecture (D. Arch.) in
  - i. Architecture and Interior Design
  - ii. Architectural Assistantship
- (a) The University shall offer above courses as per guidelines of the Council of Architects / All India Council for Technical Education (AICTE) / University Grants Commission (UGC) and / or otherwise as prescribed by the State Government of Madhya Pradesh from time to time.
- (b) The medium of instructions and examinations shall be English throughout the course of studies.
- (c) The University shall follow the UGC / AICTE / Council of Architects guidelines and adopt the choice based credit system.
- (d) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (e) The minimum duration to complete the course shall be that of Three (3) years and maximum up to Six (6) years.
- (f) Admission:

The eligibility for admission to the first year of D. Arch. courses shall be based on the Qualifying Examination / Entrance Test to be conducted at State or National level or according to the guidelines as given by the State / Central Government from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and

Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(g) The Teaching Scheme:

The teaching scheme and the syllabus of the D. Arch. shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the future Architects with the expected attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

(h) The Examination Scheme:

The scheme of examination and all the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 16****Bachelor of Arts (B.A.) and Bachelor of Arts with Honours (B.A. Hons.)**

The Faculty shall offer following courses:

- (i) Bachelor of Arts (B.A.)
- (ii) Bachelor of Arts (B.A.) Hons.


In the following subjects:

Drawing and Painting, Arts, Music, Media and Communication, Multimedia Animation and Film Making, Economics, Geography, History, Philosophy, Psychology, Sociology, Political Science, Public Administration English, German, French, Japanese, Hindi, Spanish, Russian, Macao (Chinese)

- (a) The University shall offer above courses as per guidelines of the University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
- (b) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (c) The University shall follow the UGC guidelines and adopt the choice based credit system.
- (d) The minimum duration to complete the course shall be that of Three (3) years and maximum up to Six (6) years.
- (e) Admission:

Candidate seeking admission in B. A. courses must have passed basic eligibility criteria i.e. 10 + 2 exam or its equivalent from any recognized Central / State Board with any stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.



The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(f) The Teaching Scheme for B.A.:

The studies from First to Fourth Semester shall normally cover the CORE courses required for three opted subjects, and also learn modelling or laboratory and computer skills. There shall be in addition one qualifying paper in self-learning mode called Environmental Studies.

Semester V and VI shall concentrate on specific subject in case of Honours course and all three subjects in case of pass courses. The students shall also be taught elective courses and concentrate on Seminar/dissertation work.

(g) The Teaching Scheme for B.A. (Hons.):

The studies from First to Fourth Semester shall normally cover the CORE courses required for three opted subjects, and also learn modelling or laboratory and computer skills. There shall be in addition one qualifying paper in self-learning mode called Environmental Studies.

Third and Fourth Semester will have an additional paper for that subject in which candidate is pursuing the Honours Degree. Semester V and VI shall concentrate on specific subject in case of Honours. The students shall also be taught elective courses and concentrate on Summer Training / Project / Seminar / dissertation work.

(h) The Examination Scheme:

The scheme of examination and all the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 17****Master of Arts (M. A.)**

The Faculty shall offer following course:

- (i) Master of Arts (M. A.)

In the following subjects:

Drawing and Painting, Arts, Music, Media and Communication, Multimedia Animation and Film Making, Economics, Geography, History, Philosophy, Psychology, Sociology, Political Science, Public Administration English, German, French, Japanese, Hindi, Spanish, Russian, Macao (Chinese), Yoga.

- (a) The University shall offer above courses as per guidelines of the University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
- (b) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (c) The University shall follow the UGC guidelines and adopt the choice based credit system.
- (d) The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.
- (e) Admission:

Candidate seeking admission in M. A. courses must have passed basic eligibility criteria i.e. Bachelor Degree from a recognized University. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(f) The Teaching Scheme:

The teaching scheme and the syllabi of the different courses shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the future subject experts, researchers and academicians with the expected Post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The last two semesters of the Final Year i.e. Third and Fourth semesters of studies are very crucial for the students as they get matured and start understanding of Subject. They need to gather more knowledge in their discipline so that they may either go for higher studies or become employable in potential sectors such as the State or the Central Governments, Government of India Undertakings or become researchers and Academician. Keeping this requirement in mind, Dissertation and Electives are being introduced in these semesters. The syllabus of the electives should be prepared in consultation with the academicians or professionals.

(g) The Examination Scheme:

The scheme of examination and all the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 18****Bachelor of Commerce (B.Com.) and Bachelor of Commerce with Honours  
(B.Com. Hons.)**

The Faculty of Commerce shall offer the following Under Graduate Programs:

- (i) Bachelor of Commerce (B.Com.)
- (i) Bachelor of Commerce (B. Com.) Hons.
- (a) The University shall offer above courses as per guidelines of the University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
- (b) The University shall also offer Skill Development and Community Development courses as per the UGC guidelines.
- (c) The University shall follow the UGC guidelines and adopt the choice based credit system.
- (d) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (e) The minimum duration to complete the course shall be that of Three (3) years and maximum up to Six (6) years.
- (f) Admission:

Candidate seeking admission in B. Com. programme must have passed basic eligibility criteria i.e. 10 + 2 exam or its equivalent from any recognized Central / State Board with prescribed subjects. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(g) The Teaching Scheme for B.Com:

The teaching scheme from First to Fourth Semesters shall normally cover the CORE courses and learn language skills, computer skills and other skills.

There shall be in addition one qualifying paper in self-learning mode called Environmental Studies. Semesters V and VI shall also have elective courses and concentrate on Seminar/dissertation work.

(h) The Teaching Scheme for B.Com (Hons.):

The teaching scheme from First to Fourth Semesters shall normally cover the CORE courses and learn language skills, computer skills and other soft-skills.

The Semester III and IV will have one additional paper each for the subject chosen by the student for the Honours. Semester V and VI shall concentrate on specific subject in case of Honours. The students shall also be taught elective courses and concentrate on Summer Trainings, Project, Seminar and Dissertation Work.

(i) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.



**ORDINANCE - 19****Master of Commerce (M.Com.)**

The Faculty of Commerce shall offer the following Post Graduate Programs:

- (i) Master of Commerce (M.Com.)
- (a) The University shall offer above course as per guidelines of the University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
- (b) This Ordinance shall also be applicable to the Part time courses, in case they are being offered by the University.
- (c) The University shall also offer Skill Development and Community Development courses as per the UGC guidelines.
- (d) The University shall follow the UGC guidelines and adopt the choice based credit system.
- (e) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (f) The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.
- (g) Admission:

Candidate seeking admission in M. Com. courses must have passed basic eligibility criteria i.e. Bachelor Degree in Commerce discipline or B.B.A. from any recognized University. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.



The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(h) The Teaching Scheme:

The teaching scheme and the syllabi of the different courses shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the future subject Experts, researchers and academicians with the expected Post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

In the last two semesters of the Final Year i.e. Third and Fourth semesters of studies, Dissertation and Elective are being introduced. The syllabus of the electives shall be prepared by consultations with the Academicians, Entrepreneurs or Industry Practitioners.

(i) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 20****Bachelor of Education (B.Ed.)**

Faculty of Education and Physical Education shall offer following Under Graduate Program:


(i) Bachelor of Education (B.Ed.)

- (a) The University shall offer above course as per guidelines of the National Council for Teachers Education (NCTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
- (b) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (c) The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.
- (d) Admission:

Candidates with Bachelor's Degree in Sciences / Social Sciences / Humanity, Bachelor's in Engineering or Technology with specialization in Science and Mathematics or any other qualification equivalent thereto, with percentage marks as per NCTE guidelines are eligible for admission in the programme. In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions and intake from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.



(e) The Teaching Scheme:

The curriculum, programme implementation and the assessment shall be as per the NCTE norms notified from time to time. The curriculum shall be designed to integrate the study of subject knowledge, human development, pedagogical knowledge and communication skills. The programme shall comprise broad curricular areas namely Perspectives in Education, Curriculum and Pedagogical Studies, Engagement with the Field and School Internship. The programme implementation shall be as to meet the specific demands of such professional programmes of study. The Academic Faculty as per norms prescribed by the NCTE shall cater to the foundation and pedagogy courses in a flexible manner so as to optimize academic expertise available.

These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively. Further, the University shall follow the NCTE / UGC guidelines and adopt the choice based credit system.

(f) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 21****Master of Education (M.Ed.)**

Faculty of Education and Physical Education shall offer following Post Graduate Program:

(i) Master of Education (M.Ed.)

- (a) The University shall offer above courses as per guidelines of the National Council for Teachers Education (NCTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
- (b) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (c) The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.
- (d) Admission:

The eligibility for admission to the first year of M.Ed. Courses shall be B.Ed. / B.A.B.Ed. / B.Sc.B.Ed. / B.El.Ed. with an undergraduate degree with percentage marks as per NCTE guidelines. Admissions shall be made on the merit of the marks obtained in the qualifying examination and the entrance examination or any other selection process as per the policy of the Central / State Government / University / UT Administration. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(e) The Teaching Scheme:

The curriculum shall include theory (core and specialization) courses, practicum, internship and attachment. The programme implementation and assessment shall be as prescribed by the NCTE.

The teaching scheme and the syllabus of the different subjects and courses shall be prepared by the Departmental Council. The course must be designed to provide opportunities for students to extend as well as deepen their understanding of Education, specialize in selected areas, develop research capabilities leading to specialization in either elementary or secondary education. Further, the University shall follow the NCTE / UGC guidelines and adopt the choice based credit system.

(f) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 22****Bachelor of Physical Education (B.P.Ed.)**

Faculty of Education and Physical Education shall offer following Under Graduate Programs:

- (i) Bachelor of Physical Education (B.P.Ed.)
- (a) The University shall offer above course as per guidelines of the National Council for Teachers Education (NCTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
- (b) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (c) The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.
- (d) Admissions:

The eligibility for admission to the first year of B. P. Ed. Courses shall be Bachelor's Degree in any discipline and having at least participation in the Inter College / Inter Zone / District / School Competition in sports and games as recognized by the AIU / IOA / SGFI / Government of India. In addition, the University shall follow all the guidelines as given by the NCTE / State / Central Government regarding admissions from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(e) The Teaching Scheme:

The teaching scheme and the syllabus of the different subjects and courses shall be prepared by the Departmental Councils of the concerned departments keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the Educators with the expected Post-graduates attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively. Further, the University shall follow the NCTE / UGC guidelines and adopt the choice based credit system.

(f) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.



**ORDINANCE - 23****Master of Physical Education (M.P.Ed.)**

Faculty of Education and Physical Education shall offer following Post Graduate Program:

- (i) Master of Physical Education (M.P.Ed.)
  - (a) The University shall offer above course as per guidelines of the National Council for Teachers Education (NCTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
  - (b) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
  - (c) The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.
  - (d) Admission:

The eligibility for admission to the first year of M.P.Ed. Courses shall have passed B.Sc. (Physical Education, Health Education & Sports) / B.P.Ed. / B.P.E.S. (subject to the notification from UGC / NCTE) or equivalent from any recognized University with percentage marks as per NCTE guidelines. In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(e) The Teaching Scheme:

The teaching scheme and the syllabus of the different subjects and courses shall be prepared by the Departmental Councils. Further, the University shall follow the NCTE / UGC guidelines and adopt the choice based credit system.

The programme shall be designed to integrate the study of childhood, social context of education, subject knowledge, pedagogical knowledge, aims of physical education and communication skills.

(f) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 24****Diploma in Education (D.Ed.)**

Faculty of Education and Physical Education shall offer following Diploma Programs:

- (i) Diploma Courses in Disciplines of Elementary Education, Early Childhood Education, Pre School Education.
- (a) The University shall offer above courses as per guidelines of the National Council for Teachers Education (NCTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
- (b) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (c) The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.
- (d) Admission:

The candidates eligible for admission to the first year of Diploma Courses must have passed Higher Secondary (10+2) or equivalent from any recognized Board with percentage marks as per NCTE guidelines. In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(e) The Teaching Scheme:

The Diploma Program is designed to integrate the study of childhood, social context of education, subject knowledge, pedagogical knowledge, aims of education and communication skills. The program shall comprise of compulsory and optional theory courses, practical courses and comprehensive school internship.

The curriculum shall be in broad alignment with the National Curriculum Framework for Teachers Education.

The teaching scheme and the syllabus of the different subjects and courses shall be prepared by the Departmental Councils keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the Educators with the expected attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively. Further, the University shall follow the NCTE / UGC guidelines and adopt the choice based credit system.

(f) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 25****Bachelor of Engineering (B.E.) and Bachelor of Technology**

The Faculty of Engineering shall offer Under Graduate Programs in different branches of Engineering as per details given below:

- (i) Bachelor of Engineering (B.E.)
- (ii) Bachelor of Technology (B.Tech.)

In following subjects:

- |   |   |
|---|---|
| 1. Agricultural Engineering                     | 15. Automobile Engineering              |
| 2. Food Technology                              | 16. Fire Technology and Safety          |
| 3. Biotechnology                                | 17. Industrial Engineering              |
| 4. Civil Engineering                            | 18. Mechanical Engineering              |
| 5. Computer Science and Engineering             | 19. Production Engineering              |
| 6. Electrical Engineering                       | 20. Environmental Engineering           |
| 7. Electrical and Electronics Engineering       | 21. Industrial Engineering & Management |
| 8. Control Engineering                          | 22. Textile Engineering                 |
| 9. Power System Engineering                     | 23. Aeronautical Engineering            |
| 10. Electronics Engineering                     | 24. Marine Engineering                  |
| 11. Electronics and Communication Engineering   | 25. Energy Engineering                  |
| 12. Electronics and Instrumentation Engineering | 26. Chemical Engineering                |
| 13. Nano-Technology                             | 27. Bio-Medical Engineering             |
| 14. Information Technology                      | 28. Mechatronics                        |

- (a) The University shall offer above courses as per guidelines of the All India Council for Technical Education (AICTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
- (b) The medium of instructions and examinations shall be English throughout the course of studies, except for Certificate and Diploma courses where the student may be offered the choice of medium as Hindi.
- (c) All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.
- (d) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.

- (e) The minimum duration to complete the course shall be that of Four (4) years and maximum up to Seven (7) years.

- (f) Admission:

The eligibility for admission to the first year of B.E. / B.Tech. Courses shall be based on the Qualifying Examination / Entrance Test to be conducted at State or at National level. In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

In addition to above, the University will admit candidates directly in the second year i.e. third semester (lateral entry) of the B.E. / B.Tech. courses in accordance with the policies and norms of the State Government as applicable to the candidates who have passed the Diploma Course in related branches of Engineering from M.P. Board of Technical Education, Bhopal or duly recognised and equivalent from elsewhere.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

- (g) The Teaching Scheme:

The detailed Teaching Scheme and the Syllabus of the different subjects of courses shall be prepared by the Departmental Councils of the concerned departments keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the Engineering Students with the expected Graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The University shall follow the UGC / AICTE guidelines and adopt the choice based credit system.

While finalising the Teaching and Examination Scheme of Under Graduate Studies, from First Semester to Eighth Semester, full care should be taken to see that the students after graduating from this University should be well recognised by the State and the Central Governments, Government of India Undertakings, National and Multinational companies for employability and Universities in India or abroad for Higher Education.

The Syllabi of the First and Second Semesters shall be capable of strengthening the fundamental concepts in Physics, Chemistry, Mathematics, Communication, Social Studies, Environmental Engineering and Core Engineering such as Electrical, Mechanical, Civil etc.

Students in Second Year and onwards have to study the courses pertaining to their respective branches of Engineering. Therefore, the Syllabi from Third to Sixth Semester should be designed and taught in such a manner that they learn the fundamentals and gather in-depth knowledge of their respective disciplines.

The last two semesters of the Final Year i.e. Seventh and Eighth semesters of studies are very crucial for the students as they get matured and start understanding the Technology. They need to gather more knowledge in their branches so that they may either go for higher studies or become employable in potential sectors such as the State or the Central Governments, Government of India Undertakings, National and Multinational companies. Keeping this requirement in mind, Seminars, Projects and Elective are being introduced in these semesters. The syllabus of the electives should be prepared in consultations with the academicians from IITs, NITs and / or professionals from industries.

(h) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 26****Master of Engineering (M.E.) and Master of Technology (M.Tech.)**

The Faculty of Engineering shall offer Post Graduate Programs in different specializations of Engineering as per details given below:

- (i) Master of Engineering (M.E.)
- (ii) Master of Technology (M.Tech.)

In following subjects and Specialization:

Agricultural Engineering, Food Technology, Biotechnology, Bioinformatics, Biometrics and Cyber Security, Civil Engineering, Structural Engineering, Building and Construction Technology, Construction Technology, Environmental Engineering, Transportation Engineering, Computer Aided Structural Analysis and Design, Construction Engineering, Construction Technology and Management, Highway Engineering, Computer Applications, Computer Science and Engineering, Computer Networks and Information Security, Networking, Software Engineering, Electrical Engineering, Electrical and Electronics Engineering, Control Engineering, Power System Engineering, Control Systems, High Voltage and Power Systems Engineering, Power Electronics, Electronics Engineering, Electronics and Communication Engineering, Electronics and Instrumentation Engineering, Nano-Technology, Communication Engineering, Digital Communication, Digital Instrumentation, Microwave Engineering, VLSI and Embedded Systems Design, Information Technology, Cyber Security, Web Technology, Web Engineering, Cloud Computing, Automobile Engineering, Fire Technology and Safety, Industrial Engineering, Mechanical Engineering, Production Engineering, CAD / CAM / CAE, Design Engineering, Design of Mechanical Systems, Heat and Power, Industrial Design, Industrial Engineering and Management, Machine Design, Product Design, Production and Industrial Engineering, Thermal Engineering, Textile Engineering, Aeronautical Engineering, Marine Engineering, Energy Engineering, Chemical Engineering, Bio-Medical Engineering, Mechatronics, Highway Engineering, Opto Electronics

- (a) The University shall offer above courses as per guidelines of the All India Council for Technical Education (AICTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
- (b) The medium of instructions and examinations shall be English throughout the course of studies.
- (c) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (d) The minimum duration to complete the course shall be that of Two (2) years and maximum up to Five (5) years.



(e) Admission:

The eligibility for admission to the first year of M.E / M.Tech. Courses shall be based on the Qualifying Examination / Entrance Test to be conducted at State or at National level. In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(f) The Teaching Scheme:

The detailed Teaching Scheme and the Syllabus of the different subjects of courses shall be prepared by the Departmental Councils of the concerned departments keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the Engineering Students with the expected Post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The University shall follow the UGC / AICTE guidelines and adopt the choice based credit system.

While finalising the Teaching and Examination Scheme of Post Graduate Studies full care should be taken to see that the students after completing post-graduation from this University should be well recognised by the State and the Central Governments, Government of India Undertakings, National and Multinational companies for employability and Universities in India or abroad for Higher Education.

The subjects and their content taught in the First year of study should be capable of strengthening the fundamental concepts in ~~respective~~ disciplines of

Engineering. The final year shall be specialized with Elective Courses, Seminar and Project Dissertation.

(g) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 27****Master of Computer Applications (M.C.A.) Three Years Course**

The Faculty of Engineering shall offer following Post Graduate Program:

- (i) Master of Computer Applications (M.C.A.)
- (a) The University shall offer above courses as per guidelines of the All India Council for Technical Education (AICTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
- (b) The medium of instructions and examinations shall be English throughout the course of studies.
- (c) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (d) The minimum duration to complete the course shall be that of Three (3) years and maximum up to Six (6) years.
- (e) Admission:

The eligibility for admission to the first year of M.C.A. Courses shall be based on the Qualifying Examination / Entrance Test to be conducted at State or at National level. In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(f) The Teaching Scheme:

The detailed Teaching Scheme and the Syllabus of the different subjects of courses shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the students with the expected Post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The University shall follow the UGC / AICTE guidelines and adopt the choice based credit system.

While finalising the Teaching and Examination Scheme of Post Graduate Studies, full care should be taken to see that the students after completing post-graduation from this University should be well recognised by the State and the Central Governments, Government of India Undertakings, National and Multinational companies for employability and Universities in India or abroad for Higher Education.

The subjects and their content taught in the First year of study should be capable of strengthening the fundamental concepts in discipline of Computer Applications. The final year shall be specialized with Elective Courses, Seminar and Project Dissertation.

(g) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 28****Master of Computer Application (M.C.A.) 2 Years Course (Lateral Entry Program)**

The Faculty of Engineering shall offer following Post Graduate Program:

- (i) Master of Computer Applications (M.C.A.) – 2 year duration
- (a) The University shall offer above courses as per guidelines of the All India Council for Technical Education (AICTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
- (b) The medium of instructions and examinations shall be English throughout the course of studies.
- (c) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (d) The minimum duration to complete the course shall be that of Two (2) years and maximum up to Five (5) years.
- (e) Admission:

The admission in second year i.e. third semester (lateral entry for 3-year M.C.A. course) and 2-year M.C.A. course can be given to the students who have passed B.C.A. / B. Sc. (Computer Science) or equivalent degrees in accordance with the policies and norms of the UGC / State Government as applicable. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.



(f) The Teaching Scheme:

The detailed Teaching Scheme and the Syllabus of the different subjects of courses shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the students with the expected Post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The University shall follow the UGC / AICTE guidelines and adopt the choice based credit system.

While finalising the Teaching and Examination Scheme of Post Graduate Studies full care should be taken to see that the students after completing post-graduation from this University should be well recognised by the State and the Central Governments, Government of India Undertakings, National and Multinational companies for employability and Universities in India or abroad for Higher Education.

The subjects and their content taught in the First year of study should be capable of strengthening the fundamental concepts in discipline of Computer Applications. The final year shall be specialized with Elective Courses, Seminar and Project Dissertation.

(g) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 29****Diploma Courses of Studies in the Faculty of Engineering**

The Faculty of Engineering shall offer following Diploma Programs:

- (i) Diploma in one of the following subjects:
- i. Automobile Engineering
  - ii. Chemical Engineering
  - iii. Civil Engineering
  - iv. Computer Hardware and Maintenance
  - v. Computer Science and Engineering
  - vi. Construction Technology and Management
  - vii. Electrical Engineering
  - viii. Electrical and Electronics Engineering
  - ix. Electronics and Telecommunication
  - x. Information Technology
  - xi. Mechanical Engineering
  - xii. Opto-Electronics Engineering
  - xiii. Petroleum Technology
  - xiv. Plastic Technology
  - xv. Printing Technology
  - xvi. Production Engineering
  - xvii. Refrigeration and Air Conditioning
  - xviii. Electronics Engineering
  - xix. Mechatronics

- (a) The University shall offer above courses as per guidelines of the All India Council for Technical Education (AICTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
- (b) The medium of instructions and examinations shall be English throughout the course of studies.
- (c) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (d) The minimum duration to complete the course shall be that of Three (3) years and maximum up to Six (6) years.
- (e) Admission:

The eligibility for admission to the first year of Diploma Courses shall be passing of 10<sup>th</sup> class or higher examination under ~~(10<sup>th</sup>)~~ Education Scheme

with Science (Physics and Chemistry) and Mathematics as main subjects and obtaining minimum qualifying marks in aggregate or an equivalent examination from a recognized Board/University. In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(f) The Teaching Scheme:

The detailed Teaching Scheme and the Syllabus of the different subjects of courses shall be prepared by the Departmental Councils of the concerned departments keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the Diploma Students with the expected attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The University shall follow the UGC / AICTE guidelines and adopt the choice based credit system.

(g) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.



**ORDINANCE - 30****Bachelor of Science (B.Sc.) Home Science**

The Faculty of Home Science shall offer following Under Graduate Programs:

- (i) Bachelor in Home Science
- (ii) Bachelor in Home Science Hons. in following subjects:
  - i. Food and Nutrition
  - ii. Human development and Childhood Studies
  - iii. Development Communication and Extension
  - iv. Resource Management and Design Application
  - v. Fabric and Apparel Science
  - vi. Food Technology
- (a) The University shall offer above courses as per guidelines of the University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
- (b) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (c) The University shall follow the UGC guidelines and adopt the choice based credit system.
- (d) The minimum duration to complete the course shall be that of Three (3) years and maximum up to Six (6) years.
- (e) Admission:

The eligibility for admission to the first year of Bachelor in Home Science is that applicant should have passed 10+2 of Central or State Board of Secondary Education or an examination considered equivalent. The merit shall be determined on the basis of best of four subjects including English and subjects from any of three streams: Science, Commerce and Humanities but not the Physical education, Fine Arts and Vocational Course streams. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and

Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(f) The Teaching Scheme:

The Teaching Scheme and the syllabus of the different courses shall be prepared by the Departmental Council keeping in view the Objectives to prepare the Home Science Graduates / Post-graduate with expected attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

While preparing the Syllabi of the First and Second Semesters, the care should be taken to see that it shall strengthen the fundamental concepts useful in the study of Home Science. There shall be in addition one qualifying paper in self-learning mode called Environmental Studies.

The University shall also offer Skill Development and Community Development courses as per the UGC guidelines.

Students in Second Year and onwards have to study the courses to understand the complexities of the discipline and to solve them. Therefore the Syllabi from Third to Sixth Semester should be designed and taught in such a manner that they gain the in-depth knowledge of the discipline.

(g) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 31****Master of Science (M.Sc.) Home Science**

The Faculty of Home Science shall offer following Post Graduate Programs:

- (i) M.Sc. Home Science Two Years Degree Course with Specialization in one of the following:
  - i. Food and Nutrition
  - ii. Human development and Childhood Studies
  - iii. Development Communication and Extension
  - iv. Resource Management and Design Application
  - v. Fabric and Apparel Science
  - vi. Food Technology
- (a) The University shall offer above courses as per guidelines of the University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
- (b) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (c) The University shall follow the UGC guidelines and adopt the choice based credit system.
- (d) The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.
- (e) Admission:

Candidate seeking admission in M. Sc. courses must have passed basic eligibility criteria i.e. Bachelor Degree in Science, MBBS, BAMS, Home Science discipline from any recognized University. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Eligibility shall be B.Sc. (Hons.) in Home Science / B.Sc. (Pass) in Home Science / B.Sc. (Hons.) in Food Technology, Human development and Childhood Studies, Development Communication and extension, Resource Management and Design Application, Fabric and Apparel Science: (3-4 years course) after (10+2) from any recognized University or equivalent and fulfil other conditions of eligibility and should have passed for admission to Post

Graduate with Specialisation in Food and Nutrition, the following subjects: Nutritional Biochemistry and any two subjects in the following areas: Food and Nutrition / Nutrition through the life cycle / Public Nutrition / Food Science and Processing / Diet therapy / Microbiology at UG level

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(f) The Teaching Scheme

The teaching scheme and the syllabi of the different courses shall be prepared by the Departmental Council keeping in view the Objectives to prepare the future Subject experts, Researchers and Academicians with the expected Post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

(g) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 32****Bachelor of Laws (LL.B.) and Bachelor of Laws with Honours (LL.B. Hons. )**

The Faculty of Law shall offer following Under Graduate Programs:

- (i) Bachelor of Laws (LL.B.)
  - (ii) Bachelor of Laws (LL.B.) Hons.
- (a) The University shall offer above courses as per guidelines of the Bar Council of India / UGC or otherwise as prescribed by these bodies from time to time.
  - (b) The medium of instructions and examinations shall be English throughout the course of studies. Subjects to be studied in different semesters shall be as per the Schemes, approved by the Board of Studies and Academic Council.
  - (c) The minimum duration to complete the course shall be that of Three (3) years and maximum up to Six (6) years.
  - (d) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
  - (e) Admission:

The eligibility for admission to the first year of Bachelor course shall be as prescribed by the Bar Council of India (BCI). The admission in Courses shall be based on Qualifying Examination. In addition, the University shall follow all the guidelines for Private University as given by the UGC / State Government regarding admissions to courses in Laws from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(f) The Teaching Scheme for LL.B.:

The teaching scheme and the syllabus of the LL.B. course shall be prepared by the Departmental Council keeping in view the BCI guidelines issued from time to time. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively. The syllabi should be designed and taught in such a manner that they gain the in depth knowledge of the discipline and gather practical knowledge to become a successful Pleader.

(g) The Teaching Scheme for LL.B. Honors:

The teaching scheme and the syllabus of the LL.B. Honours course shall be prepared by the Departmental Council keeping in view the BCI guidelines issued from time to time. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively. The syllabi should be designed and taught in such a manner that they gain the in depth knowledge of the discipline and gather practical knowledge to become a successful Pleader.

The University shall follow the Bar Council of India / UGC guidelines and adopt the choice based credit system.

(h) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 33****B.A. LL.B. / B.A. LL.B. Hons**

The Faculty of Law shall offer following Under Graduate Programs:

- (i) Bachelor of Arts and Bachelor of Laws (B.A. LL.B.)
  - (ii) Bachelor of Arts and Bachelor of Laws (B.A. LL.B.) Hons.
- (a) The University shall offer above courses as per guidelines of the Bar Council of India / UGC or otherwise as prescribed by these bodies from time to time.
  - (b) The medium of instructions and examinations shall be English throughout the course of studies. Subjects to be studied in different semesters shall be as per the Schemes, approved by the Board of Studies and Academic Council.
  - (c) The minimum duration to complete the course shall be that of Five (5) years and maximum up to Eight (8) years.
  - (d) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
  - (e) Admission:

The eligibility for admission to the first year of Bachelor course shall be as prescribed by the Bar Council of India (BCI). The admission in Courses shall be based on the Entrance Test / Qualifying Examination being conducted at State or National level. In addition, the University shall follow all the guidelines for Private University as given by the UGC / State Government regarding admissions to courses in Laws from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(f) The Teaching Scheme for B.A. LL.B.:

The teaching scheme and the syllabus of the B.A.LL.B. course shall be prepared by the Departmental Council keeping in view the BCI guidelines issued from time to time. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively. The syllabi should be designed and taught in such a manner that they gain the in depth knowledge of the discipline and gather practical knowledge to become a successful Pleader.

(g) The Teaching Scheme for B.A. LL.B. Honours:

The teaching scheme and the syllabus of the B.A. LL.B. Honours course shall be prepared by the Departmental Council keeping in view the BCI guidelines issued from time to time. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively. The syllabi should be designed and taught in such a manner that they gain the in depth knowledge of the discipline and gather practical knowledge to become a successful Pleader.

The University shall follow the Bar Council of India / UGC guidelines and adopt the choice based credit system.

(h) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.



**ORDINANCE - 34****B.B.A. LL.B. / B.B.A. LL.B. Hons.**

The Faculty of Law shall offer following Under Graduate Programs:

- (i) Bachelor of Business Administration and Bachelor of Laws (B.B.A. LL.B.)
- (ii) Bachelor of Business Administration and Bachelor of Laws Hons. (B.B.A. LL.B. Hons.)

- (a) The University shall offer above courses as per guidelines of the Bar Council of India / UGC or otherwise as prescribed by these bodies from time to time.
- (b) The medium of instructions and examinations shall be English throughout the course of studies. Subjects to be studied in different semesters shall be as per the Schemes, approved by the Board of Studies and Academic Council.
- (c) The minimum duration to complete the course shall be that of Five (5) years and maximum up to Eight (8) years.
- (d) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (e) Admission:

The eligibility for admission to the first year of Bachelor course shall be as prescribed by the Bar Council of India (BCI). The admission in Courses shall be based on the Entrance Test / Qualifying Examination being conducted at State or National level. In addition, the University shall follow all the guidelines for Private University as given by the UGC / State Government regarding admissions to courses in Laws from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(f) The Teaching Scheme:

The teaching scheme and the syllabus of the different courses shall be prepared by the Departmental Council keeping in view the BCI guidelines issued from time to time. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively. The syllabi should be designed and taught in such a manner that they gain the in depth knowledge of the discipline and gather practical knowledge to become a successful Pleader.

The University shall follow the Bar Council of India / UGC guidelines and adopt the choice based credit system.

(g) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 35****B.Com. LL.B. / B.Com. LL.B. Hons.**

The Faculty of Law shall offer following Under Graduate Programs:

- (i) Bachelor of Commerce and Bachelor of Laws (B.Com. LL.B.)
  - (ii) Bachelor of Commerce and Bachelor of Laws Hons. (B.Com. LL.B. Hons.)
- (a) The University shall offer above courses as per guidelines of the Bar Council for Laws Education / UGC or otherwise as prescribed by these bodies from time to time.
  - (b) The medium of instructions and examinations shall be English throughout the course of studies. Subjects to be studied in different semesters shall be as per the Schemes, approved by the Board of Studies and Academic Council.
  - (c) The minimum duration to complete the course shall be that of Five (5) years and maximum up to Eight (8) years.
  - (d) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
  - (e) Admission:

The eligibility for admission to the first year of Bachelor course shall be as prescribed by the Bar Council of India (BCI). The admission in Courses shall be based on the Entrance Test / Qualifying Examination being conducted at State or National level. In addition, the University shall follow all the guidelines for Private University as given by the UGC / State Government regarding admissions to courses in Laws from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(f) The Teaching Scheme:

The teaching scheme and the syllabus of the different courses shall be prepared by the Departmental Council keeping in view the BCI guidelines issued from time to time. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively. The syllabi should be designed and taught in such a manner that they gain the in depth knowledge of the discipline and gather practical knowledge to become a successful Pleader.

The University shall follow the Bar Council of India / UGC guidelines and adopt the choice based credit system.

(g) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 36****Master of Laws (LL.M.)**

The Faculty of Law shall offer following Post Graduate Programs:

(i) Master of Laws (LL.M.)

- (a) The University shall offer above course as per guidelines of the Bar Council of India / UGC or otherwise as prescribed by these bodies from time to time.
- (b) The medium of instructions and examinations shall be English throughout the course of studies. Subjects to be studied in different semesters shall be as per the Schemes, approved by the Board of Studies and Academic Council. The studies and examinations of such courses shall be in accordance to this Ordinances, rules and regulations as specified, hereunder and elsewhere.
- (c) The University shall follow the UGC guidelines and adopt the choice based credit system.
- (d) The minimum duration to complete the course shall be that of One (1) year and maximum up to Two (2) years.
- (e) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (f) Admission:

The eligibility for admission to the first year of LL.M. shall be degree in Bachelors in Law (B.A. LL.B / B.Com. LL.B / B.B.A. LL.B.). Candidates who have passed the Five Year Integrated Course in LL.B. after 10+2 course shall be eligible for admission. In addition, the University shall follow all the guidelines as given by the Bar Council of India / UGC / State Government regarding admissions to courses in Law from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(g) The Teaching Scheme:

The teaching scheme and the syllabus of the different courses shall be prepared by the Departmental Council keeping in view the different National Law Universities Courses. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

(h) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 37****Bachelor of Business Administration (B.B.A.)**

The Faculty of Management Studies shall offer following Under Graduate Program:

- (i) Bachelor of Business Administration (BBA)
- (a) The University shall offer above course as per guidelines of the University Grants Commission (UGC) / AICTE / State / Central Govt. issued from time to time.
- (b) The medium of instruction and examination shall be English throughout the course of studies.
- (c) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (d) The University shall follow the UGC guidelines and adopt the choice based credit system.
- (e) The minimum duration to complete the course shall be that of Three (3) years and maximum up to Six (6) years.
- (f) Admission:

Candidate seeking admission in BBA courses must have passed basic eligibility criteria i.e. 10+2 exam or its equivalent from any recognized Central / State Board with any stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission. The University shall follow all the guidelines as given by the UGC / AICTE / State / Central Government regarding admissions from time to time.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(g) The Teaching Scheme:

The studies from First to Fourth Semester shall normally cover the CORE courses required by the particular specialisations. Semester V and VI shall concentrate on specialisation and with the result the students shall be taught electives courses and concentrate on Project Work, Summer Training Programme and Dissertation Work.

Emphasis shall be given on presentations, case studies, soft skills and development of analytical skills. Students will be encouraged to give seminars on contemporary management issues.

These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

(h) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.



**ORDINANCE - 38****Master of Business Administration (MBA)**

The Faculty of Management Studies shall offer the following Post Graduate Programs:

- (i) Master of Business Administration (MBA)  
With specialization mentioned in Ordinance -2

- (a) The University shall offer above courses as per guidelines of the University Grants Commission (UGC) / AICTE / State / Central Govt. issued from time to time.
- (b) The medium of instruction and examination shall be English throughout the course of studies.
- (c) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (d) The University shall follow the UGC guidelines and adopt the choice based credit system.
- (e) The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.
- (f) Admission:

The eligibility for admission to the first year of MBA courses shall be based on the qualifying examination (Entrance Test) to be conducted at State or at National level. In addition, the candidate seeking admission in MBA courses must have passed basic eligibility criteria i.e. Bachelor Degree in any discipline from any recognized University. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission. In addition, the University shall follow all the guidelines as given by the UGC / AICTE / State / Central Government regarding admissions from time to time.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and

Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC. (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(g) The Teaching Scheme

The teaching scheme and the syllabi of the different courses shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the future Managers and Professionals with the expected Post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council.

The first two semesters shall normally cover core courses required by the particular specializations. Semester III and IV shall concentrate on Elective courses, Summer Training and Dissertation Work. Emphasis shall be given on presentations, case studies, soft skills and development of analytical skills. Students will be encouraged to give seminars on contemporary management issues. The syllabus of the electives may be prepared in consultations with the academicians, Entrepreneurs or Industry Practitioners.

(h) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 39****Post Graduate Diploma Courses of Studies in the Faculty of Management Studies**

The Faculty of Management Studies shall offer the following program:

- (i) Post Graduate Diploma Courses in Business Management (PGDBM)  
With specialization mentioned in Ordinance -2
- (a) The University shall offer above courses as per guidelines of the University Grants Commission (UGC) / AICTE / State / Central Govt. issued from time to time.
- (b) The medium of instruction and examination shall be English throughout the course of studies.
- (c) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (d) The University shall follow the UGC guidelines and adopt the choice based credit system.
- (e) The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.
- (f) Admission:

Candidate seeking admission in PGDBM courses must have passed basic eligibility criteria i.e. graduation in any stream or its equivalent from a recognized University. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission. In addition, the University shall follow all the guidelines as given by the UGC / AICTE / State / Central Government regarding admissions from time to time.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(g) The Teaching Scheme:

The teaching scheme and the syllabi of the different courses shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the future Managers with the expected professional attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council.

(h) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 40****Diploma Course in Business Management**

The Faculty of Management Studies shall offer the following program:

**Diploma Courses in Business Management (DBM)**

**With specialization mentioned in Ordinance -2**

- (a) The University shall offer above courses as per guidelines of the University Grants Commission (UGC) / AICTE / State / Central Govt. issued from time to time.
- (b) The medium of instruction and examination shall be English throughout the course of studies.
- (c) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (d) The minimum duration to complete the course shall be that of One (1) year and maximum up to Two (2) years.
- (e) Admission:

Candidate seeking admission in DBM courses must have passed basic eligibility criteria i.e. graduation in any stream or its equivalent from a recognized University. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission. In addition, the University shall follow all the guidelines as given by the UGC / AICTE / State / Central Government regarding admissions from time to time.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(f) The Teaching Scheme:

The teaching scheme and the syllabi of the different courses shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the future Managers with the expected professional attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council.

(g) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 41****Bachelor of Pharmacy (B.Pharm.)**

The Faculty of Pharmacy shall offer following Under Graduate Program:

- (i) Bachelor of Pharmacy (B.Pharm.)
- (a) The University shall offer above course as per guidelines of the Pharmacy Council of India (PCI) / AICTE / University Grants Commission (UGC) / State / Central Govt. issued from time to time.
- (b) The medium of instructions and examinations shall be English throughout the course of studies.
- (c) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (d) The minimum duration to complete the course shall be that of Four (4) years and maximum up to Seven (7) years.

(e) Admission:

The eligibility for admission to the first year of B.Pharm. / M.Pharm. courses shall be based on the Entrance Test / Qualifying Examination to be conducted at State or at National level. In addition, the University shall follow all the guidelines as given by the PCI / AICTE / State / Central Government regarding admissions from time to time.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding 'creamy layer') / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(f) The Teaching Scheme

The detailed Teaching scheme and the syllabus of the different subjects of courses shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the Students with the expected Graduate attributes. These courses shall

be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively. The University shall follow the UGC / PCI guidelines and adopt the choice based credit system.

While finalising the Teaching and Examination Scheme of Under Graduate Studies, from First Semester to Eighth Semester, full care should be taken to see that the students after graduating from this University should be well recognised by the State and the Central Governments, Government of India Undertakings, National and Multinational Pharmacy companies for employability and Universities in India or abroad for Higher Education.

The last two semesters of the Final Year i.e. Seventh and Eighth semesters of studies are very crucial for the students as they get matured and start understanding the Pharmacy. Keeping this requirement in mind, Seminars, Projects and Electives are being introduced in these semesters. The syllabus of the electives should be prepared in consultations with the academicians and professionals from industries.

(g) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.



**ORDINANCE - 42****Master of Pharmacy (M.Pharm.)**

The Faculty of Pharmacy shall offer following Post Graduate program:

- (i) Master of Pharmacy (M.Pharm.)  
With specialization mentioned in Ordinance -2
- (a) The University shall offer above courses as per guidelines of the Pharmacy Council of India (PCI) / AICTE / University Grants Commission (UGC) / State / Central Govt. issued from time to time.
- (b) The medium of instructions and examinations shall be English throughout the course of studies.
- (c) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (d) The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.
- (e) Admission:

The eligibility for admission to the first year of M.Pharm. courses shall be passing of B.Pharm. or equivalent examination from a recognized university. Entrance examination from State / Central Level shall be preferred. The admission policies shall be governed by the Regulation framed under the guidelines of AICTE / UGC / State / Central Government or any other competent authority. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(f) The Teaching Scheme:

The detailed Teaching, Examination Scheme and the Syllabus of the different subjects of courses shall be prepared by the Departmental Councils of the concerned departments keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the Students with the expected Post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively. The University shall follow the UGC / PCI guidelines and adopt the choice based credit system.

The last two semesters of the Final Year i.e. Third and Fourth semesters of studies are very crucial for the students as they get matured and start understanding the applications. Keeping this requirement in mind, Seminars, Projects and Electives are being introduced in these semesters. The syllabus of the electives should be prepared in consultations with the academicians or professionals from industries. The student shall engage themselves in research work in areas of pharmaceutical science and develop projects as assigned by the department / guide.

(g) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 43****Diploma in Pharmacy (D. Pharm.)**

The Faculty of Pharmacy shall offer following Diploma program:

- (i) Diploma in Pharmacy (D.Pharm.)
- (a) The University shall offer above courses as per guidelines of the Pharmacy Council of India (PCI) / AICTE / University Grants Commission (UGC) / State / Central Govt. issued from time to time.
- (b) The medium of instructions and examinations shall be English throughout the course of studies.
- (c) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (d) The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.
- (e) Admission:

The eligibility for admission to the first year of Pharmacy is that the candidate must have Passed 10+2 exam with prescribed subjects as per regulatory bodies or any other qualification approved by the Pharmacy Council of India as equivalent. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission. In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions from time to time.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(f) Teaching Scheme

The detailed Teaching, Examination Scheme and the Syllabus of the different subjects of courses shall be prepared by the Departmental Councils of the concerned departments keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively. The University shall follow the UGC / PCI guidelines and adopt the choice based credit system.

(g) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 44****Bachelor of Science (B.Sc.) and Bachelor of Science with Honors (B.Sc. Hons.)**

The Faculty of Science shall offer following Under Graduate programs:

- (i) Bachelor of Science (B.Sc).
- (ii) Bachelor of Science (B. Sc.) Hons.
  - i. Chemistry
  - ii. Computer Science
  - iii. Electronics
  - iv. Electronic Media
  - v. Information Technology
  - vi. Mathematics
  - vii. Physics
- (a) The University shall offer above courses as per guidelines of the University Grants Commission (UGC) / State / Central Govt. issued from time to time.
- (b) The medium of instructions and examinations shall be English throughout the course of studies, except for Certificate and Diploma courses where the student may be offered medium as Hindi.
- (c) The Teaching, Examination Scheme and the syllabus of different subjects shall be prepared by the concerned departments and be passed by their respective Departmental Councils. Later on, it will be presented before the Board of Studies and Academic Council for their approval and implementation from the next academic year or the semester as the case may be.
- (d) This Ordinance shall also be applicable to the Part time degree and Diploma Courses approved courses, in case they are being offered by the University.
- (e) The University shall follow the UGC guidelines and adopt the choice based credit system.
- (f) The University shall also offer Skill Development and Community Development courses as per the UGC guidelines.
- (g) The minimum duration to complete the course shall be that of Three (3) years and maximum up to Six (6) years.

(h) Admission:

Candidate seeking admission in B.Sc. courses must have passed basic eligibility criteria as specified below from any recognized board or an equivalent.

Candidate must have Passed 10+2 exam with Science for admission to first year of B.Sc. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission. In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions from time to time.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(i) The Teaching Scheme for B.Sc.:

While finalising the Teaching scheme and syllabi of Under Graduate program, from First Semester to Sixth Semester, full care should be taken to see that the students after graduating from this University should be well recognised by the State and the Central Governments, Government of India Undertakings, National and Multinational companies for employability and should be well recognised by the Universities in India or abroad for Higher Education. The subjects and their content taught should be capable of strengthening the fundamental concepts in Science. Also the Course structure will include Computer skills, Programming skills, English and Communication skills. There shall be in addition one qualifying paper in self-learning mode called Environmental Studies.

(j) The Teaching Scheme for B.Sc. (Hons.):

The teaching scheme from First to Fourth Semesters shall cover the CORE courses and learn language skills, computer skills and ~~other~~ soft-skills.

The Semester III and IV will have one additional paper each for the subject chosen by the student for the Honours. Semester V and VI shall concentrate on specific subject in case of Honours. The students shall also be taught elective courses and concentrate on Summer Trainings, Project, Seminar and Dissertation Work.

The last two semesters i.e. Fifth and Sixth semesters of studies, are very crucial for the students as they get matured and start understanding of Science. They need to gather more knowledge in their discipline so that they may either go for higher studies or become employable in potential sectors. Keeping this requirement in mind, Seminars, Projects and Electives are being introduced in these semesters. The syllabus of the electives may be prepared in consultations with the Academicians, Scientists or Industrialists.

These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

(k) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 45****Bachelor of Computer Application (B.C.A.)**

The Faculty of Science shall offer following Under Graduate program:

- (i) Bachelor of Computer Applications (B.C.A.)
- (a) The University shall offer above course as per guidelines of the University Grants Commission (UGC) / State / Central Govt. issued from time to time.
- (b) The medium of instructions and examinations shall be English throughout the course of studies, except for Certificate and Diploma courses where the student may be offered the medium as Hindi.
- (c) The Teaching, Examination Scheme and the syllabus of different subjects shall be prepared by the concerned departments and be passed by their respective Departmental Councils. Later on, it will be presented before the Board of Studies and Academic Council for their approval and implementation from the next academic year or the semester as the case may be.
- (d) The University shall also offer Skill Development and Community Development courses as per the UGC guidelines.
- (e) The University shall follow the UGC guidelines and adopt the choice based credit system.
- (f) The minimum duration to complete the course shall be that of Three (3) years and maximum up to Six (6) years.
- (g) Admission:

Candidate seeking admission in B.C.A. courses must have passed basic eligibility criteria as specified below from any recognized board or an equivalent.

Candidate must have 10+2 exam with the subjects as per state government. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission. In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions from time to time.



Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

(h) The Teaching Scheme:

While finalising the Teaching scheme and syllabi of Under Graduate program, from First Semester to Sixth Semester, full care should be taken to see that the students after graduating from this University should be well recognised by the State and the Central Governments, Government of India Undertakings, National and Multinational companies for employability and should be well recognised by the Universities in India or abroad for Higher Education. The subjects and their content taught should be capable of strengthening the fundamental concepts in Computer Applications. The Course structure will include Computer skills, Programming skills, English and Communication skills. There shall be in addition one qualifying paper in self-learning mode called Environmental Studies.

The last two semesters i.e. Fifth and Sixth semesters of studies, are very crucial for the students as they get matured and start understanding of Computer Applications. They need to gather more knowledge in their discipline so that they may either go for higher studies or become employable in potential sectors. Keeping this requirement in mind, Seminars, Projects and Electives are being introduced in these semesters. The syllabus of the electives may be prepared in consultations with the Academicians, Scientists or Industrialists.

These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

(i) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**ORDINANCE - 46****Master of Science (M.Sc.)**

The Faculty of Science shall offer following Master degrees program:

- (i) Master of Science (M. Sc.)
  - i. Chemistry
  - ii. Computer Science
  - iii. Electronics
  - iv. Electronic Media
  - v. Information Technology
  - vi. Mathematics
  - vii. Physics
  - viii. Applied Physics
  - ix. Applied Chemistry
  - x. Applied Mathematics
- (a) The University shall offer above courses as per guidelines of the University Grants Commission (UGC) / State / Central Govt. issued from time to time.
- (b) The medium of instructions and examinations shall be English throughout the course of studies.
- (c) The Teaching, Examination Scheme and the syllabus of different subjects shall be prepared by the concerned departments and be passed by their respective Departmental Councils. Later on, it will be presented before the Board of Studies and Academic Council for their approval and implementation from the next academic year or the semester as the case may be.
- (d) The University shall also offer Skill Development and Community Development courses as per the UGC guidelines.
- (e) The University shall follow the UGC guidelines and adopt the choice based credit system.
- (f) The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.
- (g) Admissions:

Candidate seeking admission in M.Sc. courses must have passed basic eligibility criteria as specified below from any recognized university or an equivalent.

Candidate must have passed Graduation in a relevant subject from any recognized University for admission to first year of M.Sc. courses. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission. In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions from time to time.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

#### (h) The Teaching Scheme

While finalizing the Teaching scheme of Post Graduate Studies for First and Second semester full care should be taken to strengthen the concepts of the concerned subject.

The last two semesters of the final year (Third and Fourth Semester) of studies are very crucial for the students as they get matured and start understanding of Science. They need to gather more knowledge in their discipline so that they may either go for higher studies or become employable in potential sectors such as the State or the Central Governments, Government of India Undertakings, Department of Atomic Energy, Department of Space, DRDO, National and Multinational companies. Keeping this requirement in mind, Seminars, Projects and Electives are being introduced in these semesters. The syllabus of the electives should be prepared in consultations with the academicians, Scientists or Industrialists.

These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

#### (i) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, ~~Award of~~ Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance - 4 shall be applicable in the current ordinance.

**उच्च शिक्षा विभाग**  
मंत्रालय, वल्लभ भवन, भोपाल  
भोपाल, दिनांक 16 जून 2016

क्रमांक आर-105/सीसी/2016/अड़तीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28 के अनुक्रम में श्री वैष्णव विद्यापीठ निजी विश्वविद्यालय, इन्दौर के प्रथम अध्यादेश क्र. 01-53 राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के प्रथम अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम अध्यादेश क्र. 01 से 53.

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
ए. एस. यादव, उपसचिव.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE**

**Ordinance No. 1**

**Faculty and Departments of Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore**

Shri Vaishnav Vidyapeeth Vishwavidyalaya offered following faculty mentioned in column (2), Departments as mentioned in column (3) and program as mentioned in column (4)

Sr. No	Faculty	Department	Name of the Program
1	2	3	4
1.	Faculty of Science	Department of Chemistry	Bachelor of Science / Master of Science/ Integrated Dual Degree /M.Phil / Ph.D. (Chemistry)
		Department of Mathematics	Bachelor of Science / Master of Science/ Integrated Dual Degree/ M.Phil / Ph.D (Mathematics/ Statistics )
		Department of Physics	Bachelor of Science / Master of Science/ Integrated Dual Degree /M.Phil / Ph.D. (Physics//Nanotechnology/Plasma Physics/Nuclear Physics//Electronics)
2	Faculty of Education	Institute of Education	Bachelor of Education/ Master of Education / M. Phil / Ph.D.
3	Faculty of Commerce	Institute of Commerce	Bachelor of Commerce / Master of Commerce / M. Phil / Ph.D.
4	Faculty of Management	Institute of Management	Bachelor of Business Administration / Master of Business Administration / Integrated Dual degree/ Ph.D.
5	Faculty of Engineering and Technology	Department of Chemical Engineering	B.Tech. / M. Tech / Integrated Dual degree/ Diploma /Ph.D.
		Department of Computer Science Engineering	B.Tech. / M. Tech / Integrated Dual degree/ Diploma /Ph.D.
		Department of Information Technology	B.Tech. / M. Tech / Integrated Dual degree /Diploma /Ph.D.
		Department of Electronics Engineering	B.Tech. / M. Tech / Integrated Dual degree /Diploma /Ph.D.
		Department of Electronics & Instrumentation	B.Tech. / M. Tech / Integrated Dual degree Program / Diploma/Ph.D.

		Department of Electrical Engineering	B. Tech. / M. Tech / Integrated Dual degree Program / Diploma/Ph.D.
		Department of Automobile Engineering	B. Tech. / M. Tech / Integrated Dual degree Program / Diploma/Ph.D.
		Department of Textile Engineering	B. Tech. / M. Tech / Integrated Dual degree Program / Diploma/Ph.D.
		Department of Mechanical Engineering	B. Tech. / M. Tech / Integrated Dual degree Program / Diploma/Ph.D.
		Department of Civil Engineering	B.Tech. / M. Tech / Integrated Dual degree Program / Diploma/Ph.D.
6	Faculty of Computer Sciences & Applications	Institute of Computer Applications	Bachelor Computer Application / Master of Computer Application/ Integrated Dual degree Program /Ph.D
7.	Faculty of Arts	Institute of Social Sciences	Bachelor of Arts/Master of Arts/M.Phil / Ph.D. <ul style="list-style-type: none"> <li>• Economics</li> <li>• Political Science</li> <li>• Social Work</li> <li>• Sociology</li> <li>• Psychology</li> <li>• History and Culture</li> <li>• Military Science</li> <li>• Public administration)</li> </ul>
		Institute of Arts & Humanities	Bachelor of Arts/Master of Arts/M.Phil / Ph.D. <ul style="list-style-type: none"> <li>• English and Other European Languages</li> <li>• Hindi</li> <li>• Foreign Language</li> <li>• Library Science</li> <li>• Journalism &amp; Mass Communication</li> </ul>
8	Faculty of Law	Institute of Law	LLB /LLM/ Integrated Five Year Law/ Ph.D.
9	Faculty of Pharmacy	Institute of Pharmacy	D. Pharmacy /B.Pharmacy/M.Pharmacy/ Integrated Dual Degree Program / Ph.D.
10	Faculty of Architecture & Planning	<ul style="list-style-type: none"> <li>• Institute of Architecture</li> <li>• Institute of Planning</li> </ul>	B. Arch/M. Arch

11	Faculty of Forensic science	Institute of Forensic Science	Bachelor of Science / Master of Science/ Integrated Dual Degree Program
12	Faculty of Journalism and Mass Communication	Institute of Journalism and Mass Communication	Bachelor of Arts/Master of Arts
13	Faculty of Doctoral Studies and Research	An constituent Institutes/Schools	Ph.D. in All Disciplines

Other Faculty, Departments and relevant programs shall be developed as per the Decision of the Academic Council and after approval of the Governing Body of the University, subject to approval of the Regulatory Commission.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 2  
Admission of Students****(1) Preamble**

- I. "Qualifying Examination" means an examination the passing of which makes a student eligible for admission to a particular year in a course of study leading to Bachelor's or Post Graduate Degree or Diploma or other program offered by the University.
- II. "Equivalent Examination" means an examination, which has been conducted by:
  - Any recognized Board of Secondary Education, or
  - Any Indian university incorporated by any law in force for the time being, and recognized by this University as equivalent to its corresponding examination.
  - Any foreign University / Board examination that have been recognized by Association of Indian Universities as equivalent to 10+2 stage qualification or Bachelor degree Programme.

**(2) Student Admission**

A Student seeking admission to an Institute or University Teaching Department shall, on or before the date prescribed for submission of applications for admission by the Head of the Institution concerned submit his/her application on the prescribed form to be obtained from the institution on payment of the prescribed fee.

- 1) Provided that the reservation of seats and relaxation in percentage of minimum marks wherever prescribed in respect of students belonging to scheduled Castes, Scheduled Tribes and other categories shall be as decided by State Government from time to time.
- 2) Provided also that admission to program related to Health Science shall be as per the applicable guidelines / instructions of Medical Council of India, Dental Council of India Nursing Council, Pharmacy Council of India, AICTE, UGC, Bar Council of India & other regulatory bodies & Govt. of M.P. & Directorate of Technical Education M.P.

**(3) Admission Procedure**

The University shall follow the above admission programs to all courses, specified as below:-

- I. The University will issue the admission notification on the University's website, in newspapers, notice board of the University and in other publicity media before the commencement of new academic session.
- II. List of candidates provisionally selected shortlisted for admission / shortlisted will be displayed on the notice board of University and University's website. Also, the students will be informed individually regarding their admission.
- III. The candidates whose results of qualifying exams are awaited can also apply, and they will be admitted provisionally. Such candidates, however, must produce the previous year's mark sheet, school/college certificate as a proof of fulfilling required eligibility criteria before the due date; failing which; the provisional admission cannot be granted. The candidates so admitted shall have to present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- IV. If a candidate admitted provisionally under sub clause (iii) mentioned above fails has not obtained the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him/her will be cancelled.
- V. The application form may be rejected due to any of the following reasons:
  - The candidate does not fulfill the eligibility conditions.
  - The candidate has been debarred on disciplinary grounds from any colleges/ University/ Institution.
  - The prescribed fees are not paid.
  - The application form is not signed by the candidate and his/her parent/guardian, wherever required.
  - Required documents for admission are not enclosed.
- VI. Enrolment will be assigned to the student by the University after verification & submission of all required documents/fees.
- VII. Admission committee will be constituted by the Vice Chancellor.
- VIII. Admission rules shall be applicable for all admissions as per the norms of the statutory body & Govt. of Madhya Pradesh.



IX. A complete list of the students admitted in various courses will be submitted to the regulatory Commission in soft / hard copies within one month of completion.

#### 4) No. of Seats

The intake offers for each program of study are approved by the Academic Council on the recommendations of the Centers/Schools concerned (Intake is the available seats to be offered for a program). As per the norms of Statuary body & Govt. of Madhya Pradesh

#### 5) Eligibility Criteria for candidates appearing in qualifying examination

The candidate who are appear in the respective qualifying examination prescribed for eligibility for admission to a particular program of study are considered eligible for appearing in the entrance examination. However, in the event of their selection they are granted admission subject to their securing the prescribed percentage of marks in the qualifying examination and submission of all documents including final mark sheet of the qualifying examination. The SC/ST and Physically Challenged (Handicapped) candidates who have passed the qualifying examination irrespective of their percentage of marks are eligible to appear in the Entrance Examination.

#### 6) Criteria for Provisional Admission

A candidate shall not be admitted to the next higher semester class unless he/she has cleared all the semesters except just the preceding semester. However in any case if the result of the previous semester examination is not declared, the candidate will be given provisional admission which will be regularized only after the declaration of the semester examination results.

A candidate discontinuing any semester may be permitted to take readmission as per rules at the beginning of the concerned semester.

The last date for seeking admission to any programme of study in the University is 14th August and no admission is permitted thereafter. However, candidates failing to join by the stipulated date owing to their results not having been declared in time are allowed to join in the next semester/academic year on a written request from the candidate and with the approval of the concerned School/Centre without their having to go through the Entrance Examination again. However those Foreign Nationals who have been selected for admission are allowed to join with a marginal delay after considering each case on merit by the Vice-Chancellor.

**7) Criteria & Procedure for Cancellation of Admission**

If at any stage it is found that a candidate has got admission in the institution on the basis of false or incorrect information or by hiding relevant facts or if at any time after admission it is found that the admission was given to the candidate due to some mistake or oversight, the admission granted to such a candidate shall be liable to be cancelled forthwith without any notice at any time during the course of his/her studies by the Principal of the institution or by Competent Authority.

If a candidate gets his/her admission cancelled prior to 7 (seven) days before the last date of admission as declared by competent Authority, then Rs. 1000/- will be deducted from the part of tuition fee deposited by the candidate with counseling authority and any tuition fee / other fee deposited by the candidate with the institution shall be refunded back to the candidate, after deducting 10% from the deposited amount. However, counseling fee is non-refundable. If admission is cancelled after the date as mentioned above then, no tuition fee and other fee (except Caution Money) shall be refunded back. Vacancy arising (in particular class/category/compartments) due to cancellation of admission or due to non-reporting of candidates by the stipulated date (as declared by the Competent Authority) in the Institution, shall be considered in the counseling in the following manner: - During the counseling, if seats are available, in that particular course, vacancy/vacancies arising due to above reasons, shall be added directly to existing vacancy/vacancies and shall be available for allotment.

**8) Registration**

Registration of candidates selected for admission is made as per the scheduled fixed by the Standing Committee on Admissions and approved by the Academic Council of the University.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 3****Academic System & Registration of Students and Pedagogy**

- I. For registration / enrolment in the University program of study, a candidate must apply on prescribed format and submit the application form along with the attested copy of the mark sheet of the qualifying examination and University fees. The registration form will be forwarded by the head of the Institute to the Registrar of the University.
- II. On receipt of the registration form at the University Institute the candidates will be allotted a temporary registration number.
- III. The registration application form will be subject to verification by the University and after due verification, the candidates will be given a permanent registration number.
- IV. The application for admission of the student can be sent directly or through guidance centre or post or can be applied online. Any student from India or abroad seeking admission in the University can interact online with University. Mode of Instruction of teaching of such student shall be decided by the Academic Council of the University.
- V. The Validity of the registration of students for different programs will be as under –

	<b>Name of program</b>	<b>Maximum Validity Period (year)</b>
1	One year Diploma program	N+1
2	Two year Degree and Masters Degree program	N+1
3	Three Year Degree program	N+2
4	Four year Degree program	N+2
5	Integrated Post Graduate program	N+2

Note:- N = Minimum duration of the program as per regulating body

- VI. No person who has been convicted by a court of justice and is undergoing punishment or is under expulsion or rustication from another University shall be admitted to any program of study during the period for which the sentence is in operation.

- VII. A student who is registered with the University may apply for a change/correction or alteration in one's own name or surname to the Registrar of the University with a fee as prescribed by University.
- The Registrar, if he is satisfied with the reasonableness of the request, may pass order for change or correction of the name of the student.
  - The application for change or correction in the name shall be made through the Head of the Institution where the student is studying or will be supported by an affidavit and proof.
  - The fees deposited by the candidate are non-refundable.
- VIII. Teaching Days-Each Institution, enrolling students for the degree/diploma course shall ensure that the numbers of actual teaching days are not less than 180 in an academic year (90 days in a semester).
- IX. Teaching methods of the entire programs shall include one or more methods of teaching from-Class Room Teaching Assignments, Viva Voce, Lab Work, Seminar, Project Work Summer Training Field Work, Presentation, Group Discussion etc.
- X. For better support to the students in conjunction with the traditional approaches, modern approaches based on information and communication technologies for teaching/learning will be adopted. These may include online teaching –learning, material availability, Web casting, Pod casting, Online chatting with teachers, Online Discussion forums etc.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 4****Conduct of Examination****(1) Preamble**

Ordinance describes regulations laying down conditions for Appearing in an examination for a program of the University.

- **Regular candidates** means a person who follows a regular course of study in the university teaching department (UTD) or a university institution and seeks admission to an examination of the university.
- **Ex-student candidate** means a person who was admitted to an examination as regular candidate of this university and was not declared successful there at or was not able to appear in the examination though admission card was issued to him by the university and seeks admission again to the same examination;
- **Failed candidates** means a student who could not get minimum marks to clear a subject or exam;
- **Enrolment** means the period for which a candidate's registration is valid;
- **Attested** means signed and verified by an officer.
- **Forwarding officer** means a person authorized by the registrar of the university.

**2) Admission of various categories of students to university examination**

- I. No candidate shall be permitted to appear in the University examination unless He/she is duly registered/ enrolled with the University & had paid all dues.
- II. Duly filled up examination forms of all the candidates with the complete examination fees shall be forwarded by the head of the institution so as to reach the designated center on or before the last date prescribed by the University. It will be the responsibility of the head of the institution to see that the candidate possesses minimum academic qualifications for appearing in the examination, has fulfilled attendance norms and is of good conduct.
- III. The Registrar of the University or the Head of the Institution can detain a student from appearing in an examination if he/she has not paid full dues of the University or does not return the Institution property and all the articles or if the conduct of the students has been unsatisfactory as recommended by the committee constituted for

the inquiry between the time of submission of his/her application form to the Registrar for admission to the examination and the date of commencement of the examination.

- IV. An Ex-student shall submit his examination form in prescribed format on or before the last date notified by the University to the concerned Head of Department who will forward it to the designated center after verification.
- a) An Ex-student shall offer the subjects or optional papers which he/she had previously offered as a regular student unless on account of a change in the scheme of examination the subject/paper offered by him/her earlier cases to be a part of the scheme of the examination or syllabus for the examination and he/she is permitted by the University to offer a different subject or paper.
  - b) An Ex-student will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.
- V. Every Ex-student shall appear at the examination center at which the regular candidates from the institution in which he/she had prosecuted a regular course of study shall be appearing provided that the Registrar/Head of Exam in action may, for sufficient reasons require or allow a candidate to change his/her examination Center.
- VI. A regular candidate will submit his/her application form with Prescribed examination fee to the Head of Institution/Head of the University Teaching Department or the School of Studies, who will forward the forms, so as to reach the Registrar on or before the last date prescribed for the purpose by the University authorities.
- VII. For each application, the Head of the Institution / Head of the University Teaching Department or the School of Studies shall certify that the candidate :-
- a) Possesses the minimum qualification for appearing at the examination to which he seeks admission.
  - b) He/she is of good conduct.

- VIII. The Head of the University Teaching Department or the School of Studies or the Head of the Institution concerned shall send list of eligible candidates for examination, as per examination schedule declared by the University.
- IX. No candidates shall be allowed to take the annual/term-end/semester examination unless he/she has :
- a) Attended least 75% of lectures/Practical's delivered however; the Vice Chancellor and other authorities can condone the attendance up to 15% on reasonable ground.
  - b) Paid all the due fees and --
    - Obtained "No Dues" Certificates from the concerned Department/College.
    - Submitted the Project Report/Job Internship Certificate as notified by the Director / Head/ Principal.
    - Received in-plant trainings prescribed by the Principal/Head/Director.
- X. Admission of regular candidate to an examination of the University. No student shall Be admitted to an examination of the University as regular candidate unless he/she:-
- Has been enrolled as a student in the University Teaching Department or constituent School of Studies/Colleges in accordance with the provisions of the Ordinance.
  - Possesses the minimum academic qualification for admission to the examination to which he seeks admission and has prosecuted a regular course of study for that examination.
  - A Regular candidate migrating from another University or Board of Secondary Education should submit his/her original migration certificate along with his/her enrolment application form on the scheduled date for enrolment of students and their admission to course of study together with the migration and immigration fees as prescribed by the University from time to time.
  - The controller Exam on the specific recommendation of the Principal/ Head of constituent Institution, and if he is satisfied that an admission

card has been lost or destroyed, may grant a duplicate admission card on payment of fees as prescribed by the University.

- Where a candidate offers an additional subject paper for an Examination in accordance with the provisions of the Ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject/paper.

XI. In computing the attendance for fulfillment of the condition regarding Execution of a regular course of study :-

- Attendance at lectures delivered and practical's, if any, held during the academic session, and shall be counted.
- Attendance at any lecture delivered or in practical held within fourteen days proceeding the first day of written examination which shall be treated as preparation leave, shall not be counted.
- Attendance at NCC/NSS Camp & Sports event during the session shall be taken as full attendance at lectures/Practical on the day of such camp and the day of journey to such camp.
- Participation as a member of a SVVV/College team in any Inter-University or Inter-Collegiate Competition shall be taken as full attendance on the days of such competition and the days of journey for participating in them.
- For special reasons such as prolonged illness, deficiency in percentage of attendance not exceeding fifteen percent i.e. up to ten percent and a further five percent of the total number of lectures delivered and practical's held in each subject may be condoned by the Principal/HOD of constituent Institution and by the Vice Chancellor respectively.

XII. Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the University.

- Submit an application for an admission to the examination in the prescribed form duly affixing his/her latest passport size photograph at



the appropriate place, through the Principal of the College/Head of the University Teaching Department or School of Studies indicating the subject/subjects in which he desires to present himself for the examination.

- Pay along with the application the fee prescribed for the examination concerned.
- Application submitted by regular candidate together with the examination fee shall be forwarded by the Principal of the College/Head of the University Teaching Department, School of Studies so as to reach the University on or before the last date prescribed for the purpose by the University.

For each application, the Principal of the College/Head of the University Teaching Department, School of Studies shall certify that the candidate :

- Possesses the minimum academic qualification for appearing at the examination to which he/she seeks admission.
- Is of good conduct.
- The Principal of a constituent College or the Head of the University Teaching Department or School of Studies may detain a regular candidate from taking an examination if he does not pay outstanding College dues, or does not return the College property and all the articles and uniform issued to him for sports or NCC or does not pay the cost thereof in case of loss within days preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission his application form to the University for admission to the examination and the date of the commencement of the examination.

### XIII. Admission of an Ex-Student candidate to an examination of the University –

No ex-student candidate shall be admitted to an examination of the University unless he submits with his application for appearing in the examination:-

The statement of marks (in original) obtained by him in the said qualified examination issued by the University together with an attested copy thereof, or

In case he was duly admitted to the said examination as a regular candidate but could not appear thereat, a Certificate from the HOD/Principal of the constituent College, last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate.

**XIV. An ex-student candidate for an exam shall :**

Submit through the forwarding officer i.e. the HOD/Principal of the college wherein he has pursued a regular course of study, and application for admission to the examination in the prescribed form on or before the last date notified by the university by specifying Whether he is a entitled candidate for the examination and The subject paper or subjects and or papers in which he desires to appear for the examination.

Attach with his application for admission to the examination, his/her latest passport size photograph duly attested by the forwarding officer.

Prescribed fee for the examination shall be paid through crossed bank draft drawn in favours of the Registrar of the University or in any other manner prescribed by the University.

An Ex-student candidate shall offer the subjects/papers which he had previously offered as a regular candidate unless on account of a change in the scheme of examination the subjects/papers offered by him earlier ceases to be a part of the scheme of examination or syllabus of the examination and he is permitted by the University to offer instead a different subject or paper. An ex-student candidate will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University. Every ex-student candidate shall appear at the examination center at which the regular candidates from the college in which he has pursued a regular course of study shall be appearing.

**2) Examination Fee:**

The examination fees for various courses under semester systems examination pattern will be decided by the University from time to time. The Board of Management of the University can change any of the fees or conditions for the examination as and when the situation so warrants. The decision of Vice Chancellor will be final in all regards.

## 3)

**Conduct of Examination**

1. All arrangements for the conduct of examination to be held by the University shall be made by the Examination Controller in accordance with such directions as may be issued by the Board of Management of the University.
2. The Examination Controller shall prepare and duly publish a programme for the conduct of examination specifying the date of each Examination and the last dates by which applications and fees for the examinations shall be submitted by the intending examinees.
  - The Board of Management shall in consultation with the Head of the Institution appoint Superintendent and Assistant Superintendents, if any, for the examination center and shall issue instructions for their guidance.
  - The Superintendent of the Examination shall be personally responsible for the safe custody of question papers and the answer book sent to him and shall render to the University office a complete account of used and unused question papers and answer sheets.
  - The Superintendent shall supervise the work of invigilator working under him and shall conduct the examination strictly according to the instructions issued to him by the University.
  - The Superintendent of the Examination shall, whenever necessary send a confidential report to the Examination Controller about the conduct of Examination, mentioning therein the performance of the invigilators and the general behaviour of the examinees. He shall send a daily report on the number of examinees attending each examination, absentees roll numbers and such other information relating to the examination, being held at the center as may be considered necessary. Along with any other matter which he thinks fit to be brought to the notice of the University. He shall also be responsible for maintenance and submission of report to the CRAO of the University, of the

account of advance money received and expenditure incurred in connection with the conduct of the examination.

- The Centre Superintendent shall have the power to expel an examinee, from examination on subsequent days, on any of the following grounds:
    - That the examinee created a nuisance or serious disturbance at the Examination Centre.
    - That the examinee shows a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
    - If necessary, the Superintendent of examination may get police assistance. Where a candidate is expelled from examination the Examination Controller should be informed immediately.
  - Unless, otherwise directed, only teachers of Institutions, University Teaching Department, shall be appointed as invigilators by the Superintendent, provided that a teacher of the subject of the written examination at any session may not be an invigilator at such session of the examination.
3. It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who had filled in the application for appearing at the examination. It shall be the duty of the Centre Superintendent to see that on each day on which a candidate appears in the examination his signature is obtained on the form and to make sure that it tallies with the one already on it.
4. The University may change the examination centre of the examinees irrespective of Institution to which they belong anytime if it deems proper without assigning any reason thereof.

5. The Examination Controller may, on the recommendation of the Centre Superintendent appoint an alternative person to write down dictation pertaining to answers to questions at the examination on behalf of an examinee who is unable to write himself/herself on account of serve short sightedness or sudden illness, (must be sported by a certificated issued by a Medical Officer), provided that such an alternative person is possessing qualification of at least one class examination lower than the examinee concerned.
6. The University may from time to time appoint Supervisor or Flying squad to see that the conduct of the examination is strictly according to the rules and procedure laid down. In the event of the supervisor pointing out breach of rules or procedure, the Vice-Chancellor may take such action as may be necessary including postponement of cancellation, wholly or in part, of the examination at the Centre, and if any such action is taken, a report of the action taken shall be made to the Board of Management at its next meeting.
7. The Vice-Chancellor may cancel the examination if he is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.
8. The Vice-Chancellor may issue such General Instructions for the guidance of the Examinee, Centre Superintendent, Tabulators, Collators, as he consider necessary for the proper discharge of their duties.
9. Subject to the provision of this Ordinance, the Board of Management may from time to time make, alter, or modify procedures about the conduct of Examination.
10. The Results Committee for each faculty shall consist of the following members:-

Dean of concerned faculty	Chairman
Chairman of Concerned Board of Studies	Member
One Faculty of concerned department/Examination Controller	Member
Two members shall form a quorum.	

The term of the Results Committee shall be one academic year.

The function of the Results Committee shall be as follows:

11. To scrutinize and declare the results of the examinations conducted by the University after satisfying itself that the results on the whole and in various-subjects are in

conformity with the usual standards and to recommend to the Vice-Chancellor the action to be taken in case the results is unbalanced.

- To scrutinize complaints against question papers and to take necessary action.
  - To decide cases of candidates who answered wrong papers.
  - To decide cases of candidates whose answer books were lost in transit.
12. To decide case of mistakes made by the paper-setters, Moderators, Examiners, Invigilators, Superintendents of the Examination Centres, Tabulators, Collators, Co-ordinators and any other person concerned with the examinations whose cases are referred to the Committee.
13. To exercise such other powers as the Board of Management may delegate to it from time to time.
14. The Vice-Chancellor shall appoint Tabulators and Collators as necessary and he may issue general instructions for the guidance of tabulators in preparing the results of the examinations.
15. If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Examination Controller.
16. Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Examination Controller who shall place the matter before the Board of Management.
17. Except as otherwise decided by the Board of Management, the examination answer books shall be destroyed or otherwise disposed of after three months from the date of declaration of the result.
18. The Registrar will publish the results of the University examinations as passed by the Results Committee on the notice board of the office of the University. The results, when published, shall simultaneously be communicated to the Head of Institutions of different faculties. If any cleared error or errors in the process of calculation of computerization is

discovered in the results so declared, the Vice-Chancellor shall have the power to rectify the same as soon as possible.

19. No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose whatever and no late corner will be permitted in the examination hall after half an hour of commencement of examination.
20. Examinee desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of five minutes.
21. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in spite of the warning by the invigilators, the answer book of such examinee shall be withdrawn and a second answer book supplied. Only the second answer book shall be sent for valuation. The first answer book shall be cancelled and sent to the examination controller by the Superintendent.
22. The superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner:
23. The examinee shall be called upon to surrender all the objectionable materials found in his or her possession including the answer book and a memorandum shall be prepared with the date and time.
  - The statement of the examinee and the invigilator shall be recorded.
  - The examinee shall be issued a fresh answer book marked "Duplicate Using Unfair Means" to attempt answer within the remaining time prescribed for the examination.
  - All the materials collected and the entire evidence along with a statement of the examinee and the answer book duly initialed shall be sent to the examiner by the Registrar/Controller Examination by name, in a separate confidential

sealed registered packet marked "Unfair Means" along with the observations of the Superintendent.

24. The material so collected from the examinee together with both the answer books, viz, the answer books, collected while using unfair means and the other supplied afterward, will be sent to examiner by the Registrar/Controller examination for assessing both the answer books separately and to report if the examinee has actually used unfair means in view of the material collected.

25. The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to be appointed by the Vice-Chancellor every year.

26. Where a candidate applies for revaluation, the answer book in which revaluation is sought will be sent for valuation by Controller of Examinations to Two Examiners (other than the One who initially valued it.) The average of the nearest two of the three valuations (one initial and two revaluations) shall be taken as corrected marks.

If the revaluation marks deviate 20% more from the initial valuation, a fourth examiner shall be appointed by the Vice-Chancellor. In such cases the marks awarded by the fourth examiner shall be final.

27. The cases of unfair means at the examination as reported by the centre Superintendent along with the report of the examiner shall be examined by a Committee to be appointed by the Board of Management every year. The Committee shall consist of:

- One member of Board of Management, one of the Deans of Faculties, and one teacher, who is appointed in Academic Council nominated by the Board of Management.
- One student who in the academic session immediately preceding was a member of any Board of Study, nominated by the Vice- Chancellor.
- The Board of Management shall appoint one of the members included under (a) to be the Chairman of the Committee.



- The committee shall after examining the cases, decided the action to be taken in each and report to the Board of Management all cases of the use of unfair means together with the decision of the committee of each case.

28. The remuneration of the Examiners, Superintendents, Assistant Superintendents, Invigilators, Tabulators and Collators shall be decided by the Board of Management from time to time deduction shall be made in remunerations for errors notice & rate of deduction will be decided by Board of Management.

29. All the records of examinations and results will be maintained by the university for three years from the date of results of the concerned examination.

#### 5) Award of Credits and Grades

Each course, along with its weight age in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council and the Board of management. Only approved course can be offered during any semester.

A student shall be continuously evaluated for his/her performance in a subject through tutorial work, practical, home assignment, mid-semester test, field work, seminars, quizzes, end semester examinations and regularity, as proposed by respective Board of Studies and approved by standing committee of Academic council and Board of Management of the University.

#### 6) General Conditions

1. No candidate shall appear in more than one degree examination or for the Master's degree in one and the same academic year.
2. A candidate who has passed a part of the Bachelor's degree examination or a part of a Master's degree examination of another University may, on the recommendation of concerned chairman, Board of Studies and Dean of the Faculty may be admitted with the permission of Vice Chancellor to the next higher examination of the University for the degree provided the course offered by the candidate at such other University is equivalent to the course of the University for the corresponding examination.

3. No person who has been expelled or rusticated from any college or University or has been debarred in appearing at a University examination, shall not be admitted to any examination during the period for which the sentence is in operation.
4. An application for admission to an examination received by the University after the last date notified by the University but not later than fifteen days after such last date. May be entertained on payment of a late fee prescribed by the University but not later than the fifteen days before the commencement of examination.
5. Notwithstanding anything contained in the Ordinance relating to admission of candidates to an examination of the University, the Vice Chancellor may, in special cases (such as diligence follows part of the candidate and that it would be a great hardship to the candidate if his application is rejected), allow an application which is otherwise complete in all respects to be entertained with the late fee prescribed by the University even though the same is received after the expiry of the period of fifteen days mentioned in the forgoing paragraph.
6. The University shall issue an admission card in favor of a candidate, if:-
  - a. The application of the candidate is complete in all respect and in order in accordance with the provisions applicable to him.
  - b. The candidate is eligible for admission to the examination, and the fees as prescribed have been paid by the candidate.
  - c. Where the practical examination is held earlier than the examination in theory paper, a candidate shall not be deemed to have been admitted to the Examination until he is issued an admission card for appearing in the theory examination.
  - d. The admission card issued in favour of candidate to appear at an examination may be withdrawn if it is found that:-
7. The admission card was issued or permission was given mistakenly or the candidate was not eligible to appear in the examination.
8. Any of the particulars given or documents submitted by the candidate in or along with the application for enrolment admission to a college, Teaching Department or School of Studies or an examination is to be found false or incorrect.
9. In case if the applicant loses or destroys admission card by mistake, the Registrar may on the recommendation of HOD/Principal/Superintendent Exams, grant permission to issue a Duplicate admission card on payment of fees prescribed by the University. Such card shall show in a prominent place the work "Duplicate".
10. A candidate shall not be allowed to enter in the examination hall unless he produces the Admission Card before the Superintendent of the Examination Centre or the invigilator.
11. In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the Centre and shall obey his instructions.
12. In the event of a candidate disobeying the instructions of the Superintendent or showing indiscipline conduct or insolent behaviour towards the Superintendent or any invigilator, the concerned candidate may be excluded from appearing that day examination, and if he

persists in misbehavior he may be excluded from the rest of the examination by the Superintendent of the Centre.

13. If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the centre or in its precincts endangering the personal safety or either of them or acts in a manner prohibiting the authorities in the discharges of their duties, the Superintendent may expel the candidate from the centre and may take police help.
14. If a candidate, brings any dangerous weapon within the premises of the examination centre he may be expelled from the centre and /or handed over to the police by the superintendent.
15. If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or note or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall any material connected with the examination or failure of an examinee to hand over his answer-book to superintendent /invigilator or taking away his own answer book or walks out of the examination hall, the Board of Management or the Committee appointed for the purpose by the Board of Management may cancel the examination of the candidate.
16. The Board of Management may cancel the examination of a candidate and /or debar him from appearing in an examination of the University for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his examination and/or was instrumental in or has abetted the tampering with the University records including the answer books, marks-sheet, result charts, degree, diplomas etc.
17. The Board of Management may cancel the examination of a candidate and/or debar him from appearing at an examination of the University for one or more years, if it is discovered afterwards that the candidate has obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.
18. The examination fee of a candidate who dies before appearing at the examination may be refunded to his guardian or his successor.
19. The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.
20. A candidate whose result has been declared may apply to the Registrar for retotalling and rechecking of any of his answer books in the prescribed for within 30 days of the declaration of his result. Provided that no candidate shall be allowed to have the answer books of more than two papers revalued. Provided also that, no revaluation shall be allowed in case of scripts of practicals, field work, sessional work, tests and thesis submitted in lieu of paper at the examination.
21. Such application must be accompanied by fees as prescribed by the University.
22. The result of the re totalling / revaluation shall be communicated to the candidate.

23. A candidate who has passed any final degree examination may, after the declaration of his result and before the date of the next convocation apply to the Registrar for a Provisional Certificate of passing the examination of the University. Such application shall be accompanied by a fee as prescribed by the University.
24. A person who is under sentence of expulsion or rustication from a University Teaching Department School of Studies or college or from the University or is debarred from appearing at examination of the University for any period of time shall not be granted a Migration Certificate during the period for which the sentence is in operation.
25. Duplicate copies of the following certificates shall be granted on payment of the fee prescribed by the University, viz:-Marks list, Migration Certificate, Degree Certificate
26. Provided further that duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time-being in force that the applicant has not utilized the Original Migration Certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate. The names of first ten successful candidates in each final examination who obtain first division shall be declared in order of merit, as per provisions of concerned ordinance.
27. The Vice Chancellor may award one grace mark in case the candidate is failing by one mark or mission a division by one mark where the deficiency is so condoned, one mark shall nowhere be added in grand total.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No- 5****Curriculum Related Regulations & Regulation for Award of Fellowships, Scholarships, Stipends, Prizes & Medals****1) Preamble**

**Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore** will adopt Choice Based Credit System (CBCS). The Curriculum for each Program will be made by the Board of studies of concerned faculty as per the Choice Based Credit System (CBCS) and approval will be taken from Board of management and will be as per the norms of regulating body of that particular program and will be intimated to M.P. Private University Regulating Authority.

**Measurement of Credits**

Number of credit per subject (Theory, Practical, Tutorial, Project etc)

Credits are calculated based on the formula

$$C = [L + T + (P/2)]$$

Where

- C=No. of credits of a subject
- L= No. of Lecture hours per week
- P=No. of Practical hours per week
- T=No. of Tutorials hours per week

Minimum No. of Credit required completing the program will as per the Choice Based Credit System (CBCS)

**Syllabus Requirement**

A departmental core course is a compulsory course which a candidate must pass in the manner provided for in the regulations.

A departmental elective core course refers to any technical course offered by the respective department for the fulfillment of the curriculum requirements of the degree of BE in respective department that are not classified as departmental core.

Open electives offered by any parent departments are courses listed in the course structure under the open elective category and offered to any department

**Syllabus Requirement**

☐ **Mandatory Learning Courses:** These are courses that must be completed by the student at appropriate time.

☐ **Project Work:** Project work may consist of Major and Mini Project work offered by parent department.

□ Practical Training: The student may complete the training before the beginning of the last Semester.

#### Course Structure

1. Foundation Course (FC)
2. Departmental Core Courses (DC)
3. Elective Courses (ELE)
- Program specific electives (PSE) and open electives
4. Projects (Mini and Major) 8-12 Credits
5. Mandatory Learning Courses

#### Contact Hours and Credits

- The norms for course credits are as follows:
- Lectures/Tutorials – One hour per week is assigned one credit
- Practical - 02 hour session per week is assigned one credit
- For example, a Theory course with a L-T-P schedule of 2-1-0 will be assigned 3 credits
- A laboratory practical course with a L-T-P schedule of 0-0-2 will be assigned 1 credits

13

L	T	P	C
2	1	0	3

This university shall give awards with a view to augmenting academic interest and activities among the students. The fellowship, scholarship, medals and stipends will be awarded every year on the basis of results of annual examinations, subjects to the provisions here in.

1. The university shall invite the applications through an advertisement in the newspapers for the awards to be made, in the month and time to be fixed by the Board of Management.
2. All award of Research, Scholarships, Fellowship and other scholarships shall be made on the recommendation of the Academic Council by the Board of Management.
3. The duration and value of the Scholarship instituted by the University will have the following conditions:-

- The fellow/ scholar will do whole time research work under an approved guide on a subjects approved by the University.
  - The fellow/ scholar shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary etc. from any other source during the tenure of the award nor shall he engage himself in any profession or trade during the period. He may, however, undertake teaching assignments of not more than ten hours a week in the institution, where he is working without accepting any remuneration.
  - The leave conditions for the fellow / scholar will be decided by the Board of Management of the University.
  - The scholar shall not join any other course or appear in any examination after commencing work under the scholarships.
  - Provided that on the recommendation of the guide the Vice-Chancellor may permit the scholar to join any other course and appear in an examination therefore.
  - Provided further that exemption could be provided for those also who wish to appear in an examination or a subject relevant to the problem of research without supplicating for a degree.
  - Unless permitted by the guide to work for a specified period at some other place, the scholar shall be required to attend the institution, where he is to work, on all working days.
  - If any information submitted by the scholar in his application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him an opportunity of being heard.
  - If at any time it should appear to the University that the progress or conduct of the scholar has not been satisfactory, the scholarship/fellowships may be suspended or withdrawn.
  - The scholar/ Fellow shall be required to pay the fees prescribed by the University.
4. If two or more candidates are eligible for the award of Scholarship, the scholarship shall be divided equally between the candidates concerned.

5. The scholarship shall be tenable from the 1st of July if the scholarship holder joins the institution within one month of the date of opening of the session after the summer vacation and paid the tuition fee from the commencement of the session. In any other case, it shall be tenable from the date on which the candidate joins the institution.
6. A scholarship holder shall not combine any other course of study with the course for which the award is made.
7. The payment of Scholarship shall be made only, on receipt of scholar's receipted bills duly countersigned by the Head of the Institutions where he studies. No scholarship shall be drawn for a month unless the scholarship holder has attended the institute regularly in that month.
8. The withdrawal of scholarship shall be done in accordance with the procedure that may be laid down by the University.
9. A scholarship shall be cancelled in the Final Year if the Scholarship holder fails to secure at least 60% marks in the previous examination of the concerned Master's Degree of Arts, Science, Life Science and Commerce 65% marks Management in Engineering.
10. If scholarship holder is unable to appear at the previous examination on account of sickness or any other reasonable cause, the scholarship for the month of March and April shall be paid only if the Head of the Institution certify that the scholar diligently studies for the examination, but was unable to take the examination for reasons beyond control. Such a scholar shall not receive scholarship during the next session, but shall be entitled to the scholarship during the studies for the final examination, if the scholar passes the previous examination with the requisite marks in the succeeding year in the first attempt.
11. A scholarship holder shall at all times be of good behaviour and observe all rules of discipline.
12. A scholarship shall be liable to termination if-
  - The scholarship-holder discontinues studies during the middle of a session; or The scholarship holder, after he has been given a reasonable opportunity to explain his conduct, is in the option of the Board of Management guilty of a breach of this ordinance; and if the Board of Management so directs, the scholarship-holder shall also be liable to refund the amount of scholarship drawn by him.



- The order of termination by the Board of Management Shall be final.

13. University Gold & Silver medals shall be awarded only on the basis of the results at annual examinations or extracurricular activity participant for representing University.

14. University shall institute medals and prizes through endowment and donations received from individuals and trusts as may be approved by the Board of Management from time to time.

15. Any dispute arising out of the provisions of this Ordinance or any of the matters requiring an interpretation on decision shall be referred to the following committee. The Committee will send its recommendation to Chancellor for approval. Chancellor has power to approve or reject the recommendation of Committee.

- The Vice Chancellor Chairman
- One Nominated Members of Board of Management
- One Nominated Member of Chancellor

(1) Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No- 6  
Disciplinary Action against Students****(1) Preamble**

Every student in the University shall at all times be of good behaviour, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the institutions of which he/she is a student and of the University.

1. When a student has been guilty of breach of discipline within or outside the premises of University or an Institution, or persistent idleness or has been guilty of misconduct, the Head of the Institution at which such student is studying should inform the Vice-Chancellor/ Registrar. The Vice Chancellor, depending upon the nature of gravity of the offence student may -

- Suspend such a student from attending classes for not more than a week at a time or
- Expel such a student from his institution.
- Disqualify such a student from appearing at the next ensuing examination; or
- Rusticate such a student.
- Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.

The Head of the institution concerned shall have power to suspend for such time as may be necessary a student temporarily from the institution pending inquiry into his conduct in connection with an alleged offence.

The period during which a student remains suspended for completion of an enquiry shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.

The rustication of a student from an Institution shall entail the removal of his name from the register of enrolled student.

2. All students pursuing a course of studies at the University Teaching Departments shall observe a code of conduct as may be laid down by the Board of Management and also abide by all rule and regulations of the University framed and notified from time to time.
3. Any violation of the code of conduct or breach of any rule or regulation of the university by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.
4. The following acts, in particular, shall constitutes acts of gross indiscipline and any student indulging in any of them shall render himself liable for disciplinary action against him:-
  - Disobeying the teacher or misbehaving in the class;
  - Quarrelling or fighting in any University building or in the campus among them;
  - Quarrelling or fighting with a University employee or any employee of the University canteen, mess or any other public utility functioning in the campus.
  - Satirizing or writing or slogans or any material making of skeletons or figures on any wall or portions of any building within the campus which is not authorized by the university administration.
  - Behaving in the University campus or outside in a manner which is indecent or which is meant to annoy or hurt the teachers, officers or employees of the University.
  - Any other act which the discipline committee may determine and Vice-Chancellor may accept as an act of gross indiscipline.
  - However, all cases of indiscipline within hostel premises shall be dealt by the warden concerned. To deal with such incidents the warden shall have all the powers prescribed for the proctor in this ordinance.

5. There shall be Proctorial Board consisting of a Proctor and such number of joint proctor as the Board of Management may decide from time to time.
6. The Proctor and joint Proctor shall be appointed by Vice-Chancellor from amongst the teachers of the University ordinarily for period not exceeding two years at a time.
7. Power and duties of Proctor
8. The Proctor shall take action in all matters which are referred to him for disciplinary action by any responsible person or constituted authority of the University, he may also take action in matters which come to his knowledge and which in his opinion call for disciplinary action.
9. The Proctor may delegate any of his powers to joint Proctor. In the absence of Proctor the senior most Joint Proctor shall act as Proctor and shall have all such Powers to Proctor.
10. In the opinion of Proctor, the act of indiscipline requiring action if it is not of a serious nature, he may hold a summary inquiry and shall have power to impose the penalties.
11. If in the opinion of Proctor, the breach of discipline is of a serious nature he may refer the case for investigation of the Board, Proctor and Joint proctor or any two Joint Proctors shall constitute the quorum for sittings of such investigation.
12. There shall be a Discipline Committee consisting of the following
  - Proctor – Convener
  - Dean, Student Welfare
  - Professor in charge of student Union
  - Joint Proctors
  - Warden of the Hostels & Joint Wardens
  - President of Student Society (if any)
  - Two other students nominated by Vice-Chancellor
  - One of the Joint Proctor will be nominated by the Proctor as Secretary of the Discipline Committee.
13. The Discipline Committee shall ordinarily convene meeting once in each academic year and it shall review general situation regarding discipline in the

university and make suggestions in this regard. Any specific cases of indiscipline may also be referred to the Discipline committee for giving its opinion regarding the action to be taken.

14. All punishment awarded to the students shall be recorded in a register to be maintained by the Proctor. The Register shall be permanent record of the university and shall contain such details as may be prescribed and approved by Board of Management.
15. Certificate regarding Character and Conduct of student of the University Teaching Departments may be issued to him by the Proctor. However, in the case of a student who has been awarded punishment three or more times by the proctor himself or on the recommendation of the Proctor, the fact the he was so penalized shall be mentioned in the certificates of character and conduct to be issued by the Proctor. The Certificates of Character and Conduct issued by the Proctor shall be the only valid Certificates of the University in that regard.
16. If the Proctor finds that in any incident of disturbance or breach or peace, certain persons who are not in the rolls of the University are involved or are likely to be involved he may send recommendation to the Vice-Chancellor that the University campus be declared out of bounds for such persons. If the recommendation is accepted by the Vice –Chancellor a notification shall be sent to the District Magistrate and the other administrative authorities as the Vice-Chancellor may deem fit. So the notification issued under this paragraph in force entry into the campus of person/debarred from entering the campus shall be an act of criminal trespass and shall be dealt with accordingly.
17. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No-7****Payments/Remuneration for Examination Work**

1. The rates of remuneration for all purposes for paper-setters/examiners/ staff shall be as per decision of Board of Management of University.
2. The actual freight/postal/courier/other expenses incurred by the examiner will be paid by the University.
3. In case of a work for which no remuneration has been prescribed in University Rules, the rate then shall be determined by the Vice-Chancellor from time to time. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No-8****Collaboration with other Universities & Institutions****1) Preamble**

With reference to the decision of the Governing Body of **SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA**, Indore the management of following institutes as constituent University Institutes of **Shri Vaishnav Vidyapeeth Vishwavidyalaya**, Indore subject to the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007, as amended from time to time, shall happen in a phased manner.

01.	Shri Vaishnav Institute of Technology and Science
02.	Shri Vaishnav School of Management
03.	Shri Vaishnav Institute of Law
04.	Shri Vaishnav College of Commerce
05.	Shri Vaishnav College of Teachers' Training
06.	Shri Vaishnav Institute of Forensic Science
07.	Shri Vaishnav Institute of Architecture
08.	Shri Vaishnav Institute of Pharmacy
09.	Shri Vaishnav Institute of Journalism & Mass Communication
10.	Shri Vaishnav Institute of Science
11.	Shri Vaishnav Institute of Social Sciences, Humanities and Arts
12.	Shri Vaishnav Institute of Computer Application

The University Teaching Departments will be as mentioned in ordinance.

- I. The above mentioned departments/Institutes will be governed by **Shri Vaishnav Vidyapeeth Vishwavidyalaya** and decisions of the university shall be binding upon them. All administrative, Academic and financial powers would be vested with constituent Bodies, Boards and Authorities of the University. The Institute would work as a Teaching Department of the University.
- II. As soon as the above mentioned institutes admitted to the privileges of the University as its Constituent institutes all its assets and liabilities, the movable/immovable property

with entire land, roads and buildings etc. will stand as transferred to the University and will be treated as University property in all the records maintained by sponsoring body of **SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE** and concerning corporate account. The University will not be bound to pay any cost towards this property. The decision regarding sale, mortgage or major alteration of the existing movable and immovable property these institutes would be taken after the approval of the Sponsoring body. All provision of this Para is subject to the provision of relevant Act / Laws of the country/State.

- III. These departments of the above mentioned institutes would henceforth be called the University Teaching Departments of the **SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE**. The Principal of the Institute will be the Director of the Institute.
- IV. Objects of declaring as Constituent University department/University Institute. The following shall be object of declaring as constituent colleges/ Polytechnics.
  - (a) To provide the desired quality Academic and Administrative Leadership for the further expansion of the institution.
  - (b) To create a desired environment and develop a framework to pursue a path of Excellence in Higher Education.
  - (c) To lay a firm and everlasting foundation for growth of Quality technical Education in the Institution.
  - (d) To develop the institution as a model for Curriculum Innovation and Examination Reforms., development of professional and moral values in the faculty, students and the staff.
  - (e) To foster the growth of well-informed knowledgeable and talented manpower to work in knowledge technology driven systems and enterprises.
  - (f) To facilitate synergic partnership with the Industries of the state and the country for further qualitative growth.
  - (g) For transforming technical education into a vibrant and dynamic system.
  - (h) To foster Research Culture and promote industrial consultancy.



- (i) To foster international and national collaboration for academic programs for research and development

## 2) Management of the Constituent Institutions

For all purposes, the sustenance and development of the constituent institution shall be a responsibility of the university. **SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE** shall:-

- Recruit and develop faculty of the constituent institution.
- Investment in the development of the Institution.
- Encourage revenue generation in the institution through various means,
- Formulate the institution budget and manage its finance provide Good Governance the institution.

## 3) Status of the Student's Courses

All the students admitted after proper functioning of the University as per the Act. 2007 shall be treated as the students of the University, Constituent University department/University Institute.

All the programs of the concerned institutions admitted to the privileges of the university, shall be continued and treated as the program of the University Department/University Institute.

**Campuses under Shri Vaishnav Vidyapeeth Vishwavidyalaya, INDORE** Following Campuses & programs will be under **SHRI VAISHNAV VIDHYAPEETH VISHWAVIDHYALAYA, INDORE**. They will be made part of the University in a phased manner.

S. No.	Course Name	Existing Institute
1	B. Tech., M. Tech, PhD. MCA	Shri Vaishnav Institute of Technology and Science
2	MBA (FT) MBA (PT) MBA (FA) MBA (APR) BBA BCA	Shri Vaishnav Institute of Management

	B.Sc. (IT) B.Sc. (CS) MCA Ph.D. (Management)	
3	B.COM M.COM	Shri Vaishnav College of Commerce
4	LLB, LLB (Hons), LLM	Shri Vaishnav Institute of Law
5	B.Ed., M.Ed. BP. Ed. MP.Ed.	Shri Vaishnav College of Teachers' Training
6	B. Arch, M. Arch	To Introduce
7	BA. B.Sc. (CBZ and PCM) MA (Economics), M.Com. M.Sc.	To Introduce
8	Bachelor of Physiotherapy Bachelor of Occupational Therapy & PG	To Introduce
9	LLB & Integrated Courses	To Introduce
10	B. Pharma, M. Pharma	To Introduce
11	Diploma Engineering	To Introduce
12	Diploma Pharmacy	To Introduce
13	PGDBM	To Introduce
14	B.H.M.S.	To Introduce
15	BDS.MDS	To Introduce
16	MBBS	To Introduce

**4) Co-operation & Collaboration with other Universities & Institutes of Higher Education**

The SHRI VAISHNAV VIDHYAPEETH VISHWAVIDHYALAYA, INDORE Shall be signing MoU with National and International level Institute and Universities for Co-operation & Collaboration for higher Education.

The Co-operation / Collaboration shall be for

- (1) Skill up gradation of Faculty members.
- (2) Running for Twin Courses program at Graduate & Postgraduate Level.
- (3) Exchange/partnership of different Degree Programs.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No-9****Residence of Students****1) Preamble**

The University premises have Hostel facility for students. The condition for providing residence facility is as under:-

**2) General**

- These rules may be called the rules for Hostels of the Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore
- These rules shall be applicable to all the Hostels of the University.

**3) Admission**

- a) Application for admission to hostel shall be made on the prescribed form available at hostel office/office of the SVVV on payment of fees as prescribed. The duly filled application form should reach hostel office before the prescribed date.
- b) Incomplete or wrongly filled application forms shall not be considered.
- c) Each applicant for admission shall furnish a character certificate from the Head of the institution last attended, along with application.
- d) After an applicant has been admitted or readmitted he/she may be allotted a bed in a room by the warden.
- e) Old hostellers seeking readmission must also apply for admission ensuring clearance of No Dues of previous year (if any), then deposit their readmission dues.
- f) No student, who has failed or dropped out in the examination or warned for any disciplinary action shall be readmitted to the hostel.
- g) The parents of the students shall submit a pass-port size coloured photograph of the local guardian, duly signed by both (parent and guardian), to hostel warden at the beginning of the semester/admission to the hostel to enable the hostel warden to identify the person when he/she comes to meet the ward in the hostel, or makes a request for taking the ward home.

- h)** No student shall be allowed to reside in any hostel after completion of his/her degree for which he/she was admitted. In the event of taking admission in other course in the university his/her admission in the hostel shall be considered afresh.
- i)** Initially a bonafide student may be considered for admission for one session only and in case of unsatisfactory conduct, re-admission in the university shall not be considered.
- j)** Hostel rooms shall have to be vacated during summer vacation for maintenance. In exceptional cases student may be permitted to stay on payment of special charges to be decided by the Hostel Management Committee.
- k)** Students shall not be allowed to keep any furniture other than those provided by the hostel in their rooms without prior permission of the warden.
- l)** Music systems/radio/T.V. is not allowed in the rooms. However it may be permitted with. Earphone attachment.
- m)** Students shall cooperate in keeping the Hostels and their surroundings clean by not disposing of garbage and waste materials here and there but in dustbins at designated places.
- n)** Hostellers shall be responsible for the security of their own property. They must not leave their room/box unlocked in their absence. Luxury items are strongly discouraged and the management is not responsible for security/safety problems arising out of this.
- o)** In case of any emergency during the night, the hostellers shall contact the hostel warden for help Girls may contact the warden through, the Ayah/Chowkidar of the hostel. Local guardians/parents of girl hostellers may telephone the hostel warden and 'not' the girls directly after 7:00 pm in case of emergency.

#### **4) Fees, Rents & Other Charges**

- a)** Hostellers shall pay a monthly rent as prescribed by the University for the term for which they have been admitted or readmitted. In addition to the above every

student readmitted shall pay admission fee. Late fees shall be charged after the date fixed to deposit the fees notified by the University. A student, if admitted after beginning of the session, shall pay the admission fee and university dues and room rent from the commencement of academic year up to and including the fee for the month in which he has been admitted (not less than six month).

- b) Every students admitted or readmitted to the hostel shall pay caution money refundable at the time of leaving the hostel on completion of the course/degree.
- c) In case, the study course is not completed within the stipulated period and the hosteller is required to extend his/her stay in the hostel for completing the course he/she may be allowed to continue his/her stay in the hostel on the recommendation of the course coordinator and concerned warden with payment of hostel in multiples of a semester. This facility however shall not be provided to the students who are required to prolong their stay on account of repeat examination.

#### **5) Canteen**

- a) The facility of mess/canteen shall be providing by the University on payment basis: cooking is strictly prohibited in the hostel.
- b) Every hosteller shall be required to pay monthly mess charges in advance as notified by the Hostel Committee.

#### **6) Hostel Room and Allotment**

The following priority is fixed for providing accommodation in University Hostel.

- a) Undergraduate boys/girls and whose parents are residing in rural areas and students belonging to economically weaker sections of the society shall be given preference over other boys/girls.
- b) Physically Handicapped students.
- c) SC/ST/Other category of students.

- d) Students pursuing professional courses that require longer hour practical or fieldwork shall have priority over others.
- e) Local students (staying within 15 kilometres from the campus), research scholars and married students shall not be allowed due to space limitation in the hostel.
- f) All Hostel students residing in the hostel shall be required to submit a undertaking as per proforma approved by Dean Student welfare.

#### 7) Attendance

- a) Attendance shall be taken in hostel every evening at an appointed time. Absence without prior information to warden, at the time of attendance is an offence. The warden shall adversely deal with any attempt of proxy or wrong entry in the attendance register. The roll call hours will be as follows –
- b) Attendance time for girls during summer – 19:00 h and for winter 18:00 h.
- c) Attendance time for boys – 21:00 h.

#### 8) Hostel Management Committees

There shall be Hostel Management Committee, Standing committees for Hostellers Discipline and a Hostel Committee appointed by the Vice-Chancellor for the help of the warden for smooth running of the hostel. The term of the committee shall be one year, which may be extended by the Vice-Chancellor for another year.

Hostel Management Committee shall comprise:

- |  |   |          |
|--|---|----------|
| 1. Dean Student Welfare                          | - | Chairman |
| 2. Chief Wardens and all Warden                  | - | Member   |
| 3. One Student's representative from each hostel | - | Member   |
| 4. One Dean nominated by the Vice-Chancellor     | - | Member   |

#### 9) Misconduct & Indiscipline

- a) Gambling of any kind and use of liquor/drugs and smoking etc. is strictly prohibited in the hostel and campus.

- b) Guest of the opposite sex shall not be entertained in the hostel. The Hostellers however may be permitted to meet their relatives at pre-permitted place during designated time.
- c) Pornographic literature and exotic poster/displays etc. are not permitted in the hostels.
- d) No hosteller shall be allowed to change the room allotted in the hostel without prior permission of the warden. The warden may order at any time change of rooms or mutual exchange of rooms without assigning any reasons.
- e) Uses of electric heartier & iron etc. are not allowed in the hostel. Heavy fine may be imposed for violation of this rule.
- f) Hostellers are strictly prohibited to keep firearms with them. No pets such as dog etc. are permitted to be kept in the hostel by the hostellers. In exigencies all hostellers shall vacate their room at given order/time by the Vice-Chancellor/Registrar for any reason whatsoever and hand over the charge of their rooms to the warden failing which warden shall be authorized to break open the locked room. The University shall accept no responsibility for the private property of the concerned students found in the rooms.
- g) Hostellers shall not give shelter to any outsider; anyone found guilty on this account shall be severely punished including removal from the hostel of accommodation the university.
- h) No meeting shall be held in the hostel premises without the prior permission of the warden.
- i) No notice is allowed to be exhibited on a Notice Board or circulated to the hostellers unless it has been signed or countersigned by the warden/D.S.W/Registrar/V.C. Also hostellers shall not cause damage or interfere in any manner with the Notice board of the hostel.
- j) There shall be no ragging what so manner /from i.e. Introduction etc. A breach of this rule shall be severely dealt with up rustications.
- k) For notification or communication to the hostellers a notice by the warden on the hostel Notice Board shall be considered adequate. Hostellers should watch the Notice Board regularly and follow general or specific instruction given from time to time. For matters



common to all, the hostellers or students, the display shall be on the Notice board of the Dean of Student Welfare Hostel office. No separate notice would be sent to them.

#### 10) Disciplinary Action

- a) Every hosteller shall maintain a high standard of discipline, have respect for the tradition of the university and conduct in a dignified manner within and outside the hostel. They should do nothing, which may cause noise, disturbance or distraction in studies or may be deemed irregular in any way.
- b) The warden shall keep a conduct register exclusively for recording the misconduct of the student along with details of punishment, warning etc, while the register will have one page for one student for noting misconduct, it should have another page to note down good conducts/acts in the nature of Good Samaritan.
- c) Resort to any form of strike by the hostellers without following the legally provided remedial channels /procedures shall be deemed as serious breach of discipline and the student shall ipso facto stand expelled from the hostel/University.
- d) Any indiscipline or misconduct committed by the hostellers or group of hostellers shall be brought to the notice of Hostel Disciplinary Committee for taking appropriate action. Depending upon the gravity of the misconduct committed by the hostellers matter can be brought to the notice of the Chief proctor or Registrar or Vice-Chancellor who may pass order in writing for taking appropriate action.
- e) In case the situation in the hostel deteriorates to a level that requires protection, the Chief Proctor in consultation with DSW/Warden may call the security to get the Hostel vacated by the Hostellers. Such action taken however shall be brought to the notice of the Registrar Vice – Chancellor in writing.
- f) Any hostellers found guilty of ragging indiscipline, defiance of orders, rowdy behaviour or any other misconduct is liable to be fined up to Rs.1000/- and / or instant removal or expulsion or restructuring from the hostel/University.

- g) No student shall be permitted to appeal against the decision of the warden to any authority other than Hostel management Committee. If the appeal is against the decision of the Hostel Management committee, it should be made to the Vice-Chancellor.
- h) Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining if necessary, the opinion /Advice of a Committee consisting of any or all the Director of the School. The decisions of the Vice-Chancellor shall be final.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No.10****Doctor of Philosophy (Ph.D.) as per UGC Regulations 2009****1) Preamble**

Shri Vaishnav Vidyapeeth Vishwavidyalaya offers research programmes leading to the award of the degree of Doctor of Philosophy (Ph. D). The award of Ph. D degree is in recognition of high academic achievements, independent research and original contribution in various academic disciplines (as recognized by the University).

The University also encourages research in interdisciplinary areas in academics as well as industrial practices in order to promote creativity, productivity and to open up new avenues of research work. The academic programme leading to the Ph. D degree involves a stipulated course work and credit requirements plus producing a research thesis that shall be characterized by the

- Discovery of new facts, or providing a new perspective of interpretation.
- Application of existing facts or postulating a new theory or evaluating an existing theory in new contexts.
- Innovation and development of equipment/ product/ process making a unique advancement in a technology or a practice or a principle.

It shall demonstrate the research scholar's capacity for critical examination and sound judgment and shall represent original contribution to the existing body of knowledge in a given academic domain. The degree shall be awarded by the University in recognition of research work in various areas recognized by the various faculties/academic departments of the University, to those who fulfil all the requirements specified in the rules and regulations contained herein after.

**2) Eligibility**

The aspiring candidate should have obtained a Master's degree or equivalent in relevant subject from any recognized University in India or abroad securing not less than 55% marks or 5.5/10 CGPA in aggregate at the Master's Degree. However, in the case of SC/ST candidates the minimum marks required shall be 50% or 5/10 CGPA as per Govt. Guide lines. Those candidates who do not have the required minimum percentage (55% marks) in their Master's Degree, should have completed an AIU recognized/AICTE approved postgraduate diploma in the subject/area/discipline in which he/she seeks to do a Ph. D and has secured at least 55% marks in such diploma.

**3) Work/Credit Requirements**

All candidates admitted for the Ph. D programme are required to undergo a 20 credit course work during the first semester of the programme. The courses offered for the Ph. D programme will be a combination of Lecture Courses, Laboratory Courses, Design

Courses, Self-Study Courses, Minor Project work as the case may be, for the candidates registered under each discipline. The course work will be in two parts.

- **Part 1:** A common module of courses including Research Methodology, and Statistical Methods carrying eight credits in total has to be taken by every Ph. D candidate irrespective of the discipline under which he/she is registered.

**Part 2:** All lecture courses, laboratory courses, design courses, self-study courses and minor project work shall carry a maximum of twelve credits. The courses, as prescribed by the Director of the respective Institute, should be based on the recent developments/literature survey in the areas of research in the respective disciplines.

#### 4) Pre-Ph. D Examination

After the completion of the course work in the first semester, each candidate will be required to take a Pre-Ph. D examination. It will consist of one written test or lab work of the duration of 2 hours based on the courses taken in Part I of the course work. For Part II, the candidate is required to produce a paper based on the literature review or a concept paper on his/her area of research to claim the necessary credits.

#### 5) Dissertation

After a candidate has passed the Pre-Ph. D written test, he/she is required to submit the research proposal and make a presentation within two months. It is mandatory that every research scholar will have to submit a half yearly progress report at the end of every semester, till the submission of the final thesis, to the Professor In charge Research, duly reviewed, evaluated and recommended by his/her supervisor(s) and forwarded by the Directors of the respective Institutes. The candidate's progress report for each semester may be graded as Satisfactory or Unsatisfactory. A candidate has to earn 'Satisfactory' grade for all the semesters to be eligible for the final submission of the thesis. If a candidate fails to submit two consecutive half-yearly progress reports on time, or the progress reports submitted by the candidate are not satisfactory, then his/her registration will stand cancelled. Every Ph. D candidate is required to hold a pre-submission open seminar at least six months before the final submission of the thesis. On completion of the research work, he/she is required to publish at least two papers in refereed journals and then submit to the University.

#### 6) Programme Duration

The minimum duration for the Ph. D programme shall be three years/six semesters from the date of confirmation of the registration for the programme to the date of the submission of the thesis. However, a research student may be given relaxation of up to 6 months in the above periods allowing pre-submission of the thesis, provided he/she produces sufficient evidence of having done prior research work resulting in publication of research papers in refereed journals in his/her area of research. Maximum

duration of Ph.D programme is five years/ ten semesters from the date of confirmation of registration into the programme to the date of the submission of the thesis. However, the submission of thesis may be extended by not more than one year by the Chairman Board of Research, under special circumstances, on a written request by the student duly forwarded by his/her supervisor and recommended by the Director of the Institute.

## 7) Procedure

Applicants for the Ph. D programme shall be selected on the basis of an Entrance Test conducted by the University, followed by Personal Interview. Those candidates who have passed the NET/SET/GATE or any other equivalent National Test are exempted from the Entrance Test. However, such candidates shall have to go through the Interview Process. Every admitted candidate will be required to complete the prescribed course work within six months to formally register for Ph.D programme. He /she will have to register every semester by paying prescribed fees till the submission of the thesis. Every semester the registration shall be subject to the completion of the specified number of credits/courses and/or satisfactory progress of a student in his/her research work duly certified by the supervisor and recommended by the Directors of the respective Institutes.

**Interview:** The successful candidates of the entrance test shall have to appear for an interview. The interview Board shall consist of all the members of the Departmental Research Committee (DRC) along with four subject supervisors nominated by the Vice chancellor taking minimum two supervisors from the colleges. (c)The candidate are expected to bring the No objection Letter from the proposed supervisor/Co- supervisor and from the Head of the research centre. At least one of the supervisor/Co- supervisor must be from research centre. The candidate is expected to discuss their research plan and a tentative area and research work. (d)The Board will assess the research potential of the candidates. (e)The Committee shall finalize the list of the candidates admitted to the Ph.D. program in the concerned subject depending upon the merit and availability of seats. It shall also allot the Research centre, Supervisor and Co-Supervisor, if any, and approve the tentative area of the proposed research work. The final list should be immediately submitted to the Registrar. After the approval of the Vice chancellor, the list shall be notified. Note: (i) While granting admission to students to Ph.D. programmes, the committee will pay due attention to the State Reservation Policy. (ii) The committee should also see that only the predetermined number of students shall be admitted to Ph.D. programme. (f) If the Dean of the faculty is not available, then the Vice chancellor shall appoint any other Dean or a Senior Professor of the University to chair the Departmental Research Committee (DRC) (g) Chairman and two other members form the quorum

## 8) Allocation of Supervisor

1. The allocation of the supervisor for a selected student will be decided by the Department in a formal manner depending on the number of student per faculty member, the available specialization among the faculty supervisors, and the research interest of the student as indicated during interview by the student. The allotment/allocation of supervisor shall not be left to the individual student or teacher.

## 9) Course Work

1. After having been admitted, each Ph.D. Student shall be required by the Universities, Institutions and Deemed to be Universities and Colleges/Institutions of National Importance, as the case may be, to undertake course work for a minimum period of one semester. The course work shall be treated as per Ph.D. preparation and must include a course on research methodology which may include quantitative methods and Computer Applications. It may also involve reviewing of published research in the relevant field. The individual Universities, Institutions, Deemed to be Universities and Colleges/Institutions of National Importance, as the case may be, shall decide to minimum qualifying requirement for allowing a student to proceed further with the writing of the dissertation.

If found necessary, course work may be carried out by doctoral candidates in sister Departments/ Institutes either within or outside the University for which due credit will be given to them

## 10) Registration of the student

(a). After successful completion of the course work, the student is required to submit the Registration form within two months of the declaration of the result. The Registration form will be obtained from the University by depositing necessary fee. (b). The duly filled registration form must be accompanied with a synopsis of his/her proposed research work (in seven copies) approved by the supervisor / Co-supervisor and duly forwarded by research Centre in a prescribed format (Appendix-II), necessary documents and certificates along with the following fees : (i) Registration fee (ii) Tuition fee for six months (iii) Library fee for six months (iv) Library caution money (payable once only and refundable) (v) Laboratory fee for six months (where laboratory work is involved) (vi) Identify card fee (vii) Any other fee as decided by the university. (c). After payment of fees along with the form of application the candidate will be provisionally admitted, provided that the application is found in order. (d). The candidate shall be required to make an oral presentation of his/her proposed work before.

## 11) Evaluation and Assessment Methods

2. Upon satisfactory completion of course work and research methodology, which shall form part and parcel of Ph.D. Program, the Ph.D. Scholar shall undertake research work and produce a draft thesis within a reasonable time, as stipulated by the Institutions concerned.
3. Prior to submission of the thesis, the student shall make a pre-Ph.D. presentation in the Department that may be open to all faculty members and research students, for getting feedback and comments, which may be suitable incorporate into the draft thesis under the advice of the supervisor.
4. Ph.D. candidates shall publish one research paper in a referred Journal before the submission of the thesis/monograph for adjudication, and produce evidence for the same in the form of acceptance letter or the reprint.

5. The thesis produced by the Ph.D. student in the Institutions/Departments and submitted to the University, Institution, Deemed to be University, College/Institution of National Importance, as the case may be, shall be evaluated by at least two experts, out of which as least one shall be from outside the State. It shall be up to the University, Institution, Deemed to be University, College/Institution of National Importance concerned to have examiner from outside the Country.
6. On receipt of satisfactory evaluation reports, Ph.D students shall undergo a viva voce examination which shall also be openly defended.

## 12) Depository with UGC

1. Following the successful completion of the evaluation process and announcements of the award of Ph.D., the University shall submit a soft copy of the Ph.D thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/ Universities.
7. Along with the Degree, the Degree awarding University, Institution Deemed to be University, college/Institution of National Importance, as the case may be, shall issue a Provisional Certificate certifying to the effect that the Degree has been awarded in accordance with the provisions to these Regulations of the UGC.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No.11****Master of Philosophy (M. Phil)****01 Name of Program****Master of Philosophy (M. Phil.)**

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies: Respective faculty and Board of Studies****03. Duration one and half year. (Three Semesters)**

**04. Eligibility:** The applicant for admission to First Semester of M. Phil Program must have passed M.A./M.Sc./M.Com. or equivalent from a University recognized by the University Grants Commission, New Delhi/AIU, New Delhi in appropriate discipline with at least 50 percentage marks or equivalent Grade in the aggregate. Candidates belonging to reserved categories shall get relaxation in the qualifying marks as per rules of the Government of Madhya Pradesh.

**05. Admission Process: As per Ordinance No.2****06. Number of Seats for the Program:**

The Number of seats in each program will be decided by the University as per Guidelines of UGC and other regulating authorities.

**07. Fee Structure**

The fees for each program shall be decided by the University in consultation with the Madhya Pradesh Private Universities Regulatory Commission.

**08. Examination**

- The examination shall be conducted generally by means of internal-assessment, three written theory papers, one of which shall be on methodology of research, a practical test, a thesis on research work and a viva voce exam.
- The Teaching Department shall organize during the session, adequate numbers of seminars new development in the subject or interpretation of different research work



and its data. It shall also arrange at least three tests on each of the theory papers and award grades best two of which shall be taken into account for purpose of working out the average Internal Assessment.

- The scope of studies in different subjects shall be as prescribed by the Academic council on the recommendation of the Board of Studies and the Faculties concerned from time to time and published by a notification.
- The written part of Examination shall be held as far as possible in March April every year the date of commencement thereof having been notified in advance and at such centers as may be approved by the university. Provided that the first year of Introduction of the course if the teaching start in a later part of a session the examination may be held at such other time, after completion of the course, as approved by the Vice-Chancellor from time to time.
- The Practical part of the examination which shall be conducted jointly by a teacher in the Department, and two External Examiners appointee for the purpose may be arranged either before or after the theory examination in accordance with the convenience of the Department concerned.

#### **09 Research/Project Work**

1. Every student admitted to the course shall be required to carry out research of project work under the supervision of a teacher in the teaching Department, on a problem assigned to him/her by the Head or the Department with the approval of the Research Degree committee in the subject constituted under the Ordinance of the University.
2. The candidate shall prepare a thesis on the research/project work done by him which must be characterized either by the discovery of facts or by a fresh approach toward the interpretation of facts, capable, in either case, to advance knowledge in the subject.
3. The candidate shall submit three typed/printed copies of the thesis through the Department so as to reach the office or the Registrar preceding by at least three weeks the date of commencement of the written examination, together with :
  - A declaration signed by him/her that the thesis embodies the result of his/her own work.
  - A certificate. From the supervisor to the effect that the thesis research conducted being the result of the candidates own work, is

on a subject on which similar work has not been previously carried out.

- Provided that the Vice Chancellor may, on the recommendation of the Head of the Department, permit a student who could not complete the research / project in time, the period shall be extended.

#### 10. General Instructions

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 12****Master of Business Administration (MBA)  
Under Faculty of Management Studies, SVVV, Indore****01 Name of Program**

Master of Business Administration

(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective **Board of Studies** and as per norms of AICTE and/or UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Management Studies – Board of studies of the Master of Business Administration. This Ordinance offer Programs in Master of Business Administration in Rural Management, Master of Business Administration in Family Business and Entrepreneurship, Master of Business Administration in Insurance and Banking, Master of Business Administration in International Business, Master of Business Administration in Engineering Management, Master of Business Administration in Media Management

**03. Duration**

Full time program shall comprise of the course of study spread over a period of two years i.e. four semesters. Maximum Period of Program completion: Three Years

**04. Eligibility**

1. The minimum academic qualification for admission is that the candidate must have passed in the final examination of graduate programs, or its equivalent, referred to as the qualifying examination with 50% marks for general category candidates.
2. Those appearing in final examination of graduation programs, or equivalent examination and whose results are not declared may also appear in counseling. Such candidates will be admitted provisionally, subject to the submission of proof of passing in qualifying examination. In case they fail to comply with this deadline for providing the proof of passing in the qualifying examination, their admission will stand cancelled.

## **05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

As per Ordinance no.2

## **06. Number of seats for the program**

It will be decided time to time by the university as per guidelines of AICTE and/or UGC.

## **07. Fee Structure**

(i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.

(ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.

(iii) Fees, once paid, and if a student has started attending the classes, are not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.

## **08. Academic System – Semester (As per Ordinance no 3)**

**Examination and Curriculum & Related Regulations: (As per Ordinance no 4 & 5)**

## **09. Eligibility for the award of the Degree**

Degree will be awarded to a candidate, who fulfills all the requirements and passes in all the prescribed courses successfully.

## **10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient

amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

### 11. General Instructions

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 13****Bachelor of Business Administration (B.B.A)  
Under Faculty of Management Studies, SVVV, Indore****01 Name of Program**

Bachelor of Business Administration  
(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Management Studies – Board of studies of the Bachelor of Business Administration.

**03. Duration**

Full time program shall comprise of the course of study spread over a period of three years i.e. six semesters. Maximum Period of Program completion: Five Years

**04. Eligibility**

The minimum academic qualification for admission is that the candidate must have passed in the final examination of 10+2 (Class XII), or its equivalent, referred to as the qualifying examination with 50% marks for general category candidates.

Those appearing in 10+2 (Class XII) final, or equivalent, examination and whose results are not declared may also appear in counseling. Such candidates will be admitted provisionally, subject to the submission of proof of passing in qualifying examination. In case they fail to comply with this deadline for providing the proof of passing in the qualifying examination, their admission will stand cancelled.

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

(As per Ordinance no.2)

**06. Number of seats for the program**

It will be decided time to time by the university as per guidelines of UGC.

**07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

**08. Academic System – Semester (As per Ordinance no 3)**

**Examination and Curriculum & Related Regulations: (As per Ordinance no 4 & 5)**

**09. Eligibility for the award of the Degree**

Degree will be awarded to a candidate, who fulfills all the requirements as per the UGC and passes in all the prescribed courses successfully.

## 10. Attendance

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

## 11. General Instructions

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.



**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 14****Integrated Dual Degree Program - BBA + MBA  
Under Faculty of Management Studies, SVVV, Indore****01 Name of Program**

Integrated Dual Degree Program - BBA +MBA (5 Years)  
(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective **Board of Studies** and as per norms of AICTE and/or UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Management Studies – Board of studies of the Management Program

**03. Duration**

Full time program shall comprise of the course of study spread over a period of five years i.e. ten semesters. Maximum period of completing program is Seven years

**04. Eligibility**

The minimum academic qualification for admission is that the candidate must have passed in the final examination of 10+2 (Class XII), or its equivalent, referred to as the qualifying examination with 50% marks for general category candidates.

Those appearing in 10+2 (Class XII) final, or equivalent, examination and whose results are not declared may also appear in counseling. Such candidates will be admitted provisionally, subject to the submission of proof of passing in qualifying examination. In case they fail to comply with this deadline for providing the proof of passing in the qualifying examination, their admission will stand cancelled.

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.  
(As per Ordinance no.2)

**06. Number of seats for the program**

It will be decided time to time by the university as per guidelines of AICTE and/or UGC.

**07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.

**08. Academic System – Semester / Year (As per Ordinance no 3)****Examination and Curriculum & Related Regulations: (As per Ordinance no 4 & 5)****09. Eligibility for the award of the Degree**

Degree will be awarded to a candidate, who fulfills all the requirements as per the UGC and passes in all the prescribed courses successfully.

**10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No.15****Master of Technology (M. Tech) - Two Years PG Program  
Under Faculty of Engineering & Technology SVVV, Indore****01 Name of Program**

Master of Technology (M. Tech) - Two Years PG Program  
(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of AICTE. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Engineering and Technology – Board of studies of the subject Engineering and Technology

This ordinance offers program in Computer science Engineering. Information Security, Electrical, Civil (with specialization in structural engineering/Transportation Engineering/ water Resources engg.), Textile engineering (with specialization in Mechanical processing)/Mechanical (Thermal and Design Engineering), Computer and Communication Engineering, Electronics Engineering,

**03. Duration**

Schedule Period of Program completion: 2 Years

Maximum Period of Program completion: 3 Years

**04. Eligibility**

- Candidate shall have passed B.E. /B. Tech or equivalent examinations approved by the AICTE in appropriate branch and appropriate university/institute with at least 55% marks in the aggregate at final year examination or any other qualification as recommended by AICTE for a particular course. Candidate belonging to SC/ST categories will get a relaxation of 10% in the qualifying marks as mentioned above.
- Applicants possessing valid GATE score shall be given preference over to those candidates who do not possess GATE score for full time course.
- Non-GATE qualified candidates may also be considered. If GATE qualified candidates are not available. Admission to Non-GATE candidates as well as

sponsored candidates shall be based on written test & interview conducted by the University.

#### **05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

**(As per Ordinance no.2)**

#### **06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of AICTE

#### **07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

#### **08. Academic System – Semester / Year (As per Ordinance No 3)**

**Examination and Curriculum & Related Regulations: (As per Ordinance No 4 & 5)**

#### **09. Eligibility for the Award of the Degree**

A student shall be declared eligible for the award of the M. Tech. Degree, if He/she fulfills the entire requirement set by AICTE. The minimum instruction days in each semester are 90.

**10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No.16****Bachelor of Technology (B. Tech) - Four Years Degree Program  
Under Faculty of Engineering & Technology, SVVV, Indore****01 Name of Program**

Bachelor of Technology (B. Tech) - Four Years Graduate Program  
(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective **Board of Studies** and as per norms of AICTE. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Engineering and Technology – Board of studies of Engineering and Technology

This ordinance offers program in Computer Science Engineering, Computer Communication Engineering, Information Technology, Electrical Engineering, Electronics and Communication Engineering, Civil Engineering, Mechanical Engineering, Textile engineering, Electrical & Electronics Engineering, Electronic with specialization in instrumentation, Automobile Engineering, Chemical Engineering, Railway Engineering

**03. Duration**

Schedule Period of Program completion: 4 Years

Maximum Period of Program completion: 6 Years

**04. Eligibility****Eligibility for Admission**

- Minimum qualification for admission to the first year B. Tech shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme with Physics, Chemistry and Mathematics (also securing pass marks in these three subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.
- Candidates who have qualified the Diploma course in related branch of engineering from M.P. Board of Technical Education, Bhopal or equivalent shall also be eligible for admission to first semester of B.Tech. course.

- Minimum qualification for direct admission to second year Bachelor of Engineering Course termed as Lateral Entry shall be as per the prevalent norms of the Government of Madhya Pradesh or Central Government or AICTE, New Delhi or any other competent authority.

#### **05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

(As per Ordinance no.2)

#### **06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of AICTE.

#### **07. Fee Structure**

- All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

#### **08. Academic System – Semester / Year (As per Ordinance No 3)**

**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**



## **09. Eligibility for the Award of the Degree**

Student will be declared eligible for the award of the B. Tech. Degree if he fulfills the academic regulations, pursued a course of study for not less than four academic years and not more than six academic years. A student shall be declared eligible for the award of the B. Tech. Degree, if He/she fulfills the entire requirement set by AICTE. The minimum instruction days in each semester are 90.

## **10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

## **11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

# SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE

## Ordinance No. 17

### Integrated Dual Degree Program - B. Tech + M. Tech

Under Faculty of Engineering, SVVV, Indore

#### 01 Name of Program

Integrated Dual Degree Program - B. Tech + M. Tech (6 Years)  
(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of AICTE. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

#### 02. Name of Faculty and Board of Studies

Faculty of Engineering and Technology – Board of studies of Engineering and Technology  
This ordinance offers program in Computer Science Engineering, Information and communication technology, Electrical, Civil (with specialization in structural engineering, Transportation Engineering, water Resources engg.), Textile engineering (with specialization in Thermal and design engg.), Computer and Communication Engineering, Mechatronics, Embedded system, VLSI Design, Power System, Power electronics, High Voltage engineering, Renewable Energy

#### 03. Duration

Schedule Period of Program completion: 6 Years

Maximum Period of Program completion: 8 Years

#### 04. Eligibility

##### Eligibility for Admission

- Minimum qualification for admission to the first year B. Tech shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme with Physics, Chemistry and Mathematics (also securing pass marks in these three subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.
- Candidates who have qualified the Diploma course in related branch of engineering from M.P. Board of Technical Education, Bhopal or equivalent shall also be eligible for admission to first semester of B. Tech course.

- Minimum qualification for direct admission to second year Bachelor of Technology Course termed as Lateral Entry shall be as per the prevalent norms of the Government of Madhya Pradesh or Central Government or AICTE, New Delhi or any other competent authority
- The admissions to B. Tech course shall be governed by the rules of the technical education and training department government of Madhya Pradesh Bhopal and/ or any other competent authority of the state government of Madhya Pradesh or Central Government.

#### **05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.  
(As per Ordinance no.2)

#### **06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of AICTE

#### **07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

#### **08. Academic System – Semester / Year (As per Ordinance No 3)**

**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

## **09. Eligibility for the Award of the Degree**

Student will be declared eligible for the award of the B. Tech. + M. Tech Integrated Dual Degree Program if he fulfills the academic regulations, pursued a course of study for not less than six academic years and not more than eight academic years. A student shall be declared eligible for the award of the B. Tech. + M. Tech Integrated Dual Degree Program, if He/she fulfills the entire requirement set by AICTE. The minimum instruction days in each semester are 90.

## **10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

## **11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 18****Integrated Program in Technology and Management  
Under Faculty of Technology & Management, SVVV, Indore****01 Name of Program**

Integrated Program in Technology and Management

(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective **Board of Studies** and as per norms of AICTE. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Technology and Management – Board of studies of the Technology and Management

**03. Duration**

Full time program shall comprise of the course of study spread over a period of Five and Half years Maximum duration of program will be of Seven and Half years

**04. Eligibility**

1. Minimum qualification for admission to the first year B. Tech shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme with Physics, Chemistry and Mathematics (also securing pass marks in these three subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.
2. Those appearing in 10+2 (Class XII) final, or equivalent, examination and whose results are not declared may also appear in counseling. Such candidates will be admitted provisionally, subject to the submission of proof of passing in qualifying examination. In case they fail to comply with this deadline for providing the proof of passing in the qualifying examination, their admission will stand cancelled

## **05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

(As per Ordinance no.2)

## **06. Number of seats for the program**

It will be decided time to time by the university as per guidelines of AICTE.

## **07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

## **08. Academic System – Semester / (As per Ordinance no 3)**

**Examination and Curriculum Related Regulations: (As per Ordinance no 4 & 5)**

## **09. Eligibility for the award of the Degree**

Student will be declared eligible for the award of the Integrated Program in Technology and Management Program if he fulfills the academic regulations, pursued a course of study for not less than five and half academic years and not more than seven and half academic years. A student shall be declared eligible for the award of the degree if He/she fulfills the entire requirement set by AICTE. The minimum instruction days in each semester are 90.

**10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 19****Post Graduate Diploma Program  
Under Faculty of Engineering, SVVV, Indore****01 Name of Program**

One Year post Graduate Diploma Programs (1 Years)  
(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective **Board of Studies** and as per norms of AICTE. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Engineering – Board of studies of Engineering  
This ordinance offers programs in (1) Embedded system and (2) VLSI design

**03. Duration**

Schedule Period of Program completion: 1 Years  
Maximum Period of Program completion: 2 Years

**04. Eligibility for Admission**

The candidates seeking admission to One Year Post Graduate Diploma Programs in (1) Embedded system and (2) VLSI design must have passed the bachelor's degree in engineering with electronic background i.e. must have BE/B. tech in Electrical & Electronics Engineering, Electronic with specialization in instrumentation, Electronic Communication Engineering, examination from any recognized University..

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.  
(As per Ordinance no.2)

**06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of AICTE



**07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

**08. Academic System – Semester / Year (As per Ordinance No 3)**

**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

**09. Eligibility for the Award of the Degree**

**A student shall be declared to be eligible for the award of the Degree if he/she has**

- Successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her Programme within the stipulated time.
- No disciplinary action is pending against him/her.
- Successfully completed the field visit / industrial training, if any, as prescribed in the curriculum.

**10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

## 11. General Instructions

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 20****Diploma Programs in Engineering  
Under Faculty of Engineering, SVVV, Indore****01 Name of Program**

**Three Years Diploma Programs, (Engineering)**  
(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of AICTE. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Engineering – Board of studies of Engineering

This Ordinance offers diploma programs in Computer Science Engineering, Computer Communication Engineering, Information Technology, Electrical Engineering, Electronic Communication Engineering, Civil Engineering, Mechanical Engineering, Textile engineering, Electrical & Electronics Engineering, Electronic with specialization in instrumentation, Automobile Engineering, Chemical Engineering, Garment and fashion Technology, Electronics and Instrumentation

**03. Duration**

Schedule Period of Program completion: 3 Years

Maximum Period of Program completion: 5 Years

**04. Eligibility for Admission**

Candidate for admission to first year of the Three Years Diploma Programs, (Engineering) shall be required to have qualified 10 Class from any recognized Central or State Board. Candidate must fulfill the criteria set by AICTE

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

(As per Ordinance no.2)

**06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of AICTE

**07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

**08. Academic System – Semester / Year (As per Ordinance No 3)**

**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

**09. Eligibility for the Award of the Degree**

**A student shall be declared to be eligible for the award of the Degree if he/she has**

- Successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her Programme within the stipulated time.
- No disciplinary action is pending against him/her.
- Successfully completed the field visit / industrial training, if any, as prescribed in the curriculum.

**10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

# SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE

## Ordinance No.21

**(A) Master of Computer Applications (MCA) - Three Years PG Program**

**(B) Master of Computer Applications (MCA) - Two Years PG Program  
(Lateral Entry)**

**Under Faculty of Computer Applications, SVVV, Indore**

### 01 Name of Program

Master of Computer Applications (MCA)

(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of AICTE and/or UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

### 02. Name of Faculty and Board of Studies

Faculty of Computer Applications – Board of studies of the Computer Applications.

### 03. Duration

(A) Full time program shall comprise of the program of study spread over a period of three years i.e. six semesters. Maximum Period of Program completion: Five Years

(B) Full time program (Lateral entry) shall comprise of the program of study spread over a period of two years i.e. four semesters. Maximum Period of Program completion: Three Years

### 04. Eligibility

**For (A):** A candidate seeking admission to M.C.A. three years program should be graduate of any Indian University or Institute recognized by the University Grants Commission, New Delhi, as equivalent there to. The graduate should be with three year of regular study after passing Senior Secondary Examination (10+2) or its equivalent securing minimum 50% marks (5% will be relaxed for SC/ST/other categories) of an approved Board with mathematics as a compulsory subject at either (10+2) or Graduation level.

**For (B):** For being eligible to seek lateral entry to: Recognized Bachelor's Degree (from an university recognized by the university grants commission) of minimum 3 Yrs duration in BCA, B.Sc (IT/Computer Science) with Mathematics as a Subject at 10+2 level or at Graduate Level. Business Mathematics at +2 Level is not permitted. Obtained at least 50% at the qualifying Examination

3. The admissions to M.C.A. program shall be governed by the rules of the Technical Education, Government of Madhya Pradesh, Bhopal and/ or any other competent authority authorized by the State Government of Madhya Pradesh for this purpose.

## 05. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

(As per Ordinance No.2)

## 06. Number of Seats for the Program

It will be decided time to time by the university as per guidelines of AICTE and/or UGC.

## 07. Fee Structure

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

## 08. Academic System – Semester / Year (As per Ordinance No 3)

Examination and Curriculum & Related Regulations: (As per Ordinance No 4)

## 09. Eligibility for the Award of the Degree

A candidate who has been admitted in the Master of Computer Application (M.C.A.) program will be promoted to the higher class in accordance with the following rules:

- Successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her Programme within the stipulated time.
- No disciplinary action is pending against him/her.

- Student will be declared eligible for the award of the degree of MCA if he fulfills the academic regulations, set by AICTE and /or UGC. The minimum instruction days in each semester are 90.

#### 10. Attendance

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

#### 11. General Instructions

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.



**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No.22****Bachelor of Computer Applications (BCA) - Three Years Degree Program  
Under Faculty of Computer, SVVV, Indore****01 Name of Program**

Bachelor of Computer Applications (BCA)  
(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective **Board of Studies** and as per norms of UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Computer Applications – Board of studies of Computer Applications.

**03. Duration**

Full time program shall comprise of the course of study spread over a period of three years i.e. six semesters. Maximum Period of Program completion: five Years

**04. Eligibility**

The minimum academic qualification for the candidate must have passed in Higher Secondary (10+2) Examination of Indian Educational System, with minimum 50 % marks in aggregate, with Mathematics, from any state/central education board or equivalent.

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.  
(As per Ordinance no.2)

**06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of UGC

## 07. Fee Structure

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.

## 08. Academic System – Semester / Year (As per Ordinance No 3)

**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

## 09. Eligibility for the Award of the Degree

A candidate who has been admitted in the Bachelor of Computer Applications (B.C.A.) program will be promoted to the higher class in accordance with the following rules:

- Successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her Programme within the stipulated time.
- No disciplinary action is pending against him/her.
- Student will be declared eligible for the award of the degree of BCA if he fulfills the academic regulations, set by AICTE and /or UGC. The minimum instruction days in each semester are 90.

## 10. Attendance

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 23****Five Years Dual Degree Program in Computer Applications  
Under Faculty of Computer Applications, SVVV, Indore****01 Name of Program**

Five Years Dual Degree Program in Computer Applications  
(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of AICTE and/or UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Computer Applications – Board of studies of computer Application

**03. Duration**

Full time program shall comprise of the course of study spread over a period of Five years. The advantage of this program is that the students who complete an integrated program will be awarded BCA + MCA degrees. If a student exits from the program after completing 3 years of curriculum successfully, he/she will earn BCA degree. Maximum period of completing program is Seven years

**04. Eligibility**

1. Minimum qualification for admission to the first year of Dual Degree programme shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme of the M.P. Board of Secondary Education or equivalent securing at least 50% of aggregate marks with Mathematics (also securing pass marks/grade in all subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board.
2. Those appearing in 10+2 (Class XII) final, or equivalent, examinations and whose results are not declared may also appear in counseling. Such candidates will be admitted provisionally, subject to the submission of proof of passing in qualifying examination. In case they fail to comply with this deadline for providing the proof of passing in the qualifying examination, their admission will stand cancelled.

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.  
(As per Ordinance no.2)

**06. Number of Seats for the Program:**

It will be decided time to time by the university as per guidelines of AICTE and/or UGC

**07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

**08. Academic System – Semester / Year (As per Ordinance No 3)**

**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

**09. Eligibility for the Award of the Degree**

A candidate who has been admitted in the Integrated Dual Degree Program - BCA + MCA (5 Years) program will be promoted to the higher class in accordance with the following rules:

- Successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her Programme within the stipulated time.

- No disciplinary action is pending against him/her.

Student will be declared eligible for the award of the Integrated Dual Degree Program - BCA + MCA (5Years) if he fulfills the academic regulations, set by AICTE and /or UGC. The minimum instruction days in each semester are 90.

## 10. Attendance

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

## 11. General Instructions

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No.24****Master of Law- (LL.M)  
Under Faculty of Law, SVVV, Indore****01 Name of Program**

Two Years Law Program Master of Law- (LLM)

(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective **Board of Studies** and as per norms of BCI. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Law - Board of Studies of Law

**03. Duration**

The Program for LL.M. Degree shall be two years duration, namely LL.M. (Previous) year (I & II semester) and LL.M. (Final) (III & IV semester). Maximum Period of Program completion: Three Years

**04. Eligibility**

The candidates seeking admission to the LL.M degree must have passed LL.B. Examination of the University or other equivalent examination of any recognized University. The admission shall be made in order of Merit/ and as per Government Rules and / or University Rules applicable to the course.

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

(As per Ordinance no.2)

**06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of Bar Council of India

**07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

**08. Academic System – Semester / Year (As per Ordinance No 3)**

**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

**09. Eligibility for the Award of the Degree**

1. That the candidate for the LL.M. examinations will be required to pass in four semester examination which will be held in the month of December any May of each academic year.
2. Division to successful candidate for the LL.M. degree will be assigned at the end of the final year on the basis of the aggregate of the total marks obtained by him/ her at the LL.M previous and final as under
 

First Division	60%
Second Division	50%
3. The candidates appearing for the examination of LL.M shall answer questions in both the mediums (Hindi & English).
4. A candidate is said to have passed a semester examination of he/ she has obtained 40% marks in theory examination or practical papers and he must secure 50% marks in aggregate of all the papers to be declared in the related examination of each semester.
5. The subject and papers for each year of LL.M. shall be prescribed by the faculty of Law on the recommendation of the Board of Study.



6. The rules are subject to change in accordance with the Directives issued by Department of Higher Education of MP and this University.

#### **10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

#### **11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No.25****Bachelor of Law - (LL.B.)  
Under Faculty of Law, SVVV, Indore****01 Name of Program**

Three Years Law Program Bachelor of Law - (L.L.B.)

(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of BCI. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Law - Board of Studies of Law

**03. Duration**

The Program for L.L.B. Degree shall be three years duration. Maximum Period of Program completion: Five Years

**04. Eligibility**

A candidate who after having passed the final examination for the Bachelor's degree in Arts, Science, Commerce, Agriculture, Engineering, Medicine or Veterinary & Animal Husbandry of the University or degree of any other University recognized by the University as equivalent thereof shall be admitted to the program.

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

(As per Ordinance no.2)

**06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of Bar Council of India

**07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

**08. Academic System – Semester / Year (As per Ordinance No 3)**  
**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

**09. Eligibility for the Award of the Degree**

The minimum passing marks in each year examination shall be 50 % in aggregate of all the papers and 40 % marks in each individual paper. First Year. Second Year, Third Year, i.e. all six semesters as under.

First Division : 60 % or above of the aggregate marks.

Second Division : 50 % or above of the aggregate marks.

Note: Candidates who obtained 75% or more marks in aggregate shall be declared to have passed the LL.B. Degree course in First Division with Distinction

**10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No.26****Integrated Program in Law - (B. Com +LL.B)  
Under Faculty of Law, SVVV, Indore****01 Name of Program**

Integrated Five Years Law Program- (B.Com +LLB)

(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of BCI and UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Law - Board of Studies of Law & Commerce

**03. Duration**

The Degree of Bachelor of Law B.Com and LL.B shall be a full time regular program comprising a course of study spread over five academic year's .Duration of Program is Five years (Minimum) and Seven years (Maximum.)

**4. Eligibility**

A) Candidate seeking admission to the B.Com. LL.B degree must have passed an examination in 10+2 course in any discipline of MP Board of Secondary Education or any equivalent examination from recognized board.

Duration of course shall be of Five Years spread to 10 Semesters.

A) The fee for each course shall be decided by Board of Management of University

B) The number of seats in each course will be as per the decision of the Board of Management.

Age for admission in B.Com and LL.B (Hons.) degree is as per BCI norms & direction issued time to time

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

(As per Ordinance no.2)

## **06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of the Bar Council of India and UGC

## **07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

## **08. Academic System – Semester / Year (As per Ordinance No 3)**

**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

## **09. Eligibility for the Award of the Degree**

After fulfilling the required condition referred by Bar Council of India and UGC

## **10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

## **11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.

- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No.27****Integrated Program in Law- (B.B.A. + LL.B)  
Under Faculty of Law, SVVV, Indore****01 Name of Program**

Five Years Law Program- (B.B.A+ LLB)

(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective **Board of Studies** and as per norms of BCI and UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Law - Board of Studies of Law & Management

**03. Duration**

The Degree of Bachelor of Law B.B.A.L.L.B shall be a full time regular program comprising a course of study spread over five academic years. Duration of Program is Five years (Minimum) and Seven years (Maximum).

**04. Eligibility**

(A) Candidate seeking admission to the B.B.A.L.L.B Degree must have passed an examination in 10+2 course in any discipline of MP Board of Secondary Education or any equivalent examination from recognized board

B) Duration of course shall be of Five Years spread to 10 Semesters.

C) The fee for each course shall be decided by Board of Management of University

D) The number of seats in each course will be as per the decision of the Board of Management.

Age for admission in B.B.A.L.L.B. (Hons.) Degree is as per BCI norms & direction issued time to time.

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

(As per Ordinance no.2)



## 06. Number of Seats for the Program

It will be decided time to time by the university as per guidelines of Bar Council of India

## 07. Fee Structure

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

## 08. Academic System – Semester / Year (As per Ordinance No 3)

**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

## 09. Eligibility for the Award of the Degree

The minimum passing marks in each year examination shall be 50 % in aggregate of all the papers and 40 % marks in each individual paper. Division to successful candidate for the B.B.A.LL.B degree will be assigned from total marks obtained at the B.B.A.LL.B First Year, Second Year, Third Year, Fourth Year and Final Year examinations i.e. all ten semesters as under.

First Division: 60 % or above of the aggregate marks.

Second Division: 50 % or above of the aggregate marks.

Note: Candidates who obtained 75% or more marks in aggregate shall be declared to have passed the B.B.A.LL.B. (Hons.) Degree course in First Division with Distinction.

## **10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

## **11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No.28****Integrated Program in Law - (BA+ LLB)****Under Faculty of Law, SVVV, Indore****01 Name of Program****Five Years Law Program- (B.A+LLB)****(Shall be quoted simply 'Program' hereafter in this ordinance)**

The program shall be offered under this Ordinance, subject to the recommendation of the respective **Board of Studies** and as per norms of BCI and UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies****Faculty of Law - Board of Studies of Law & Arts****03. Duration**

The Degree of Bachelor of Law B.A+LL.B shall be a full time regular program comprising a course of study spread over five academic years. Duration of Program is Five years (Minimum) and Seven years (Maximum.) This Ordinance shall be applicable to candidates admitted for five year law course B.A. + LL.B

**04. Eligibility**

(A) Candidate seeking admission to the B.A.LL.B degree must have passed an examination in 10+2 course in any discipline of MP Board of Secondary Education or any equivalent examination from recognized board.

(B) Duration of course shall be of Five Years spread to 10 Semesters.

(C) The fee for each course shall be decided by Board of Management of University

(D) .The number of seats in each course will be as per the decision of the Board of Management.

Age for admission in B.A. + LL.B. Degree is as per BCI norms & direction issued time to time

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

**(As per Ordinance no.2)**

## **06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of Bar Council of India and UGC

## **07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

## **08. Academic System – Semester / Year (As per Ordinance No 3)**

**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

## **09. Eligibility for the Award of the Degree**

The minimum passing marks in each year examination shall be 50 % in aggregate of all the papers and 40 % marks in each individual paper. Division to successful candidate for the B.A.,LL.B degree will be assigned from total marks obtained at the B.A.LL.B.First Year. Second Year, Third Year, Fourth Year and Final Year examinations i.e. all ten semesters as under.

First Division : 60 % or above of the aggregate marks.

Second Division : 50 % or above of the aggregate marks.

Note: Candidates who obtained 75% or more marks in aggregate shall be declared to have passed the B.A.LL.B. (Hons.) Degree course in First Division with Distinction.

## **10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

#### **11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No.29****Master of Architecture (M. Arch.)  
Under Faculty of Architecture & Planning, SVVV, Indore****01 Name of Program**

Two Years Architecture Program-Master of Architecture (M. Arch)

(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of AICTE/COA. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Architecture & Planning- Board of Studies of Architecture & Planning

**03. Duration**

Schedule Period of Program completion: 2 Years

Maximum Period of Program completion: 3 Years

**04. Eligibility**

- Candidate shall have passed B.E. /B. Tech/B.Arch. or equivalent examinations approved by the AICTE in appropriate branch and appropriate university/institute with at least 55% marks in the aggregate at final year examination or any other qualification as recommended by AICTE for a particular course.
- Applicants possessing valid GATE score shall be given preference over to those candidates who do not possess GATE score for full time course.
- Non-GATE qualified candidates may also be considered. If GATE qualified candidates are not available. Admission to Non-GATE candidates as well as sponsored candidates shall be based on written test & interview conducted by the University

## 05. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.  
(As per Ordinance no.2)

## 06. Number of Seats for the Program

It will be decided time to time by the university as per guidelines of AICTE/COA

## 07. Fee Structure

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

## 08. Academic System – Semester / Year (As per Ordinance No 3)

**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

## 09. Eligibility for the Award of the Degree

As per the Norms & guidelines of Council of Architecture (COA)

## 10. Attendance

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.



**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No.30****Bachelor of Architecture (B.Arch.)****Under Faculty of Architecture & Planning & Designing SVVV, Indore****01 Name of Program****Five Years Architecture Program-Bachelor of Architecture (B. Arch)****(Shall be quoted simply 'Program' hereafter in this ordinance)**

The program shall be offered under this Ordinance, subject to the recommendation of the respective **Board of Studies** and as per norms of AICTE/COA. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies****Faculty of Architecture & Planning- Board of Studies of Architecture & Planning & Designing****03. Duration****Schedule Period of Program completion: 5 Years****Maximum Period of Program completion: 7 Years****04. Eligibility**

- Minimum qualification for admission to the first year B.Arch. shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme with Physics, Chemistry and Mathematics (also securing pass marks in these three subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.
- Candidates who have qualified the Diploma course in related branch of engineering from M.P. Board of Technical Education, Bhopal or equivalent shall also be eligible for admission to first semester of B.Arch. course.
- Minimum qualification for direct admission to second year Bachelor of Engineering Course termed as Lateral Entry shall be as per the prevalent norms of the Government of Madhya Pradesh or Central Government or AICTE, New Delhi or any other competent authority
- The admissions to B.Arch. course shall be governed by the rules of the technical education and training department government of Madhya Pradesh Bhopal and/ or

any other competent authority of the state government of Madhya Pradesh or Central Government.

#### **05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

**(As per Ordinance no.2)**

#### **06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of AICTE/Council of Architecture

#### **07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

#### **08. Academic System – Semester / Year (As per Ordinance No 3)**

**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

#### **09. Eligibility for the Award of the Degree**

As per the Norms & guidelines of Council of Architecture (COA)

## **10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

## **11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 31****M. Pharma. Program  
Under Faculty of Pharmacy, SVVV, Indore****01 Name of Program**

M. Pharma Program (2 Years)

(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of PCI and/or AICTE. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Pharmacy – Board of studies of Pharmacy

**03. Duration**

Schedule Period of Program completion: 2 Years

Maximum Period of Program completion: 3 Years

**04. Eligibility for Admission**

Candidate for admission to first year of the M.Pharm Post Graduate Degree Course shall be required to have qualified for the B.Pharm Degree of this University or any other University recognized as equivalent thereto by the authority of this University.

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

(As per Ordinance no.2)

**06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of PCI and/or AICTE

**07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

**08. Academic System – Semester / Year (As per Ordinance No 3)**  
**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

**09. Eligibility for the Award of the Degree**

A student shall be declared to be eligible for the award of the Degree if he/she has

- Successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her Program within the stipulated time.
- No disciplinary action is pending against him/her.
- Successfully completed the field visit / industrial training, if any, as prescribed in the curriculum.

**10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

## 11. General Instructions

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE**

**Ordinance No. 32**  
**B. Pharma. Program**  
**Under Faculty of Pharmacy, SVVV, Indore**

**01 Name of Program**

**B. Pharma Program (4Years)**

(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective **Board of Studies** and as per norms of PCI and/or AICTE. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Pharmacy – Board of studies of Pharmacy

**03. Duration**

Schedule Period of Program completion: 4 Years

Maximum Period of Program completion: 6 Years

**04. Eligibility****Eligibility for Admission**

Candidates who have passed Intermediate of State Board or (10+2) standard from Boards with Physics and Chemistry as compulsory subject along with one of the following subjects:- Mathematics/Bio-Technology/Computer Science/Biology are eligible for admission to 1st Year of B. Pharma Course offered by private colleges/Institutions . (ii) Candidates who have passed 2 year Diploma (with minimum 60% marks) from institutions recognized by the U.P. Board of Technical Education in Pharmacy are only eligible for admission to Second year of B. Pharma

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

(As per Ordinance no.2)

## 06. Number of Seats for the Program

It will be decided time to time by the university as per guidelines of PCI and/or AICTE

## 07. Fee Structure

(i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.

(ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.

(iii) Fees, once paid, and if a student has started attending the classes, are not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

## 08. Academic System – Semester / Year (As per Ordinance No 3)

Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)

## 09. Eligibility for the Award of the Degree

A student shall be declared to be eligible for the award of the Degree if he/she has

- Successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her Program within the stipulated time.
- No disciplinary action is pending against him/her.
- Successfully completed the field visit / industrial training, if any, as prescribed in the curriculum.

## 10. Attendance

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient



amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

### 11. General Instructions

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 33****Dual Degree Integrated Pharmacy Program (B. Pharm +M. Pharm)  
Under Faculty of Pharmacy, SVVV, Indore****01 Name of Program**

Dual Degree Integrated Pharmacy Program (B. Pharm +M. Pharm) (6Years)  
(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of PCI and/or AICTE. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Pharmacy – Board of studies of Pharmacy

**03. Duration**

Schedule Period of Program completion: 6 Years

Maximum Period of Program completion: 8 Years

**04. Eligibility for Admission****Eligibility for Admission**

Candidates who have passed Intermediate of State Board or (10+2) standard from Boards with Physics and Chemistry as compulsory subject along with one of the following subjects:- Mathematics/Bio-Technology/Computer Science/Biology are eligible for admission to 1st Year of B. Pharma Course

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.  
(As per Ordinance no.2)

**06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of PCI and/or AICTE

**07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money.. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

**08. Academic System – Semester / Year (As per Ordinance No 3)**

**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

**09. Eligibility for the Award of the Degree**

**A student shall be declared to be eligible for the award of the Degree if he/she has**

- Successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her Programme within the stipulated time.
- No disciplinary action is pending against him/her.
- Successfully completed the field visit / industrial training, if any, as prescribed in the curriculum.

**10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

## **11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 34****Integrated Program in Pharmacy and Management****Under Faculty of Pharmacy & Management, SVVV, Indore****01 Name of Program****Integrated Program in Pharmacy and Management****(Shall be quoted simply 'Program' hereafter in this ordinance)**

The program shall be offered under this Ordinance, subject to the recommendation of the respective **Board of Studies** and as per norms of AICTE. and/or PCI Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies****Faculty of Pharmacy and Management – Board of studies of the Pharmacy and Management****03. Duration**

Full time program shall comprise of the course of study spread over a period of Five and Half years Maximum duration of program will be of Seven and Half years

**04. Eligibility**

Candidates who have passed Intermediate of State Board or (10+2) standard from Boards with Physics and Chemistry as compulsory subject along with one of the following subjects:- Mathematics/Bio-Technology/Computer Science/Biology are eligible for admission to 1st Year of B. Pharma Course offered by private colleges/Institutions .

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

**(As per Ordinance no.2)****06. Number of seats for the program**

It will be decided time to time by the university as per guidelines of AICTE and/or PCI

**07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

**08. Academic System – Semester / (As per Ordinance no 3)**

**Examination and Curriculum & Related Regulations: (As per Ordinance no 4 & 5)**

**09. Eligibility for the award of the Degree**

Degree will be awarded to a candidate, who fulfills all the requirements AICTE. And/or PCI and passes in all the prescribed courses successfully.

**10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.

- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No.35****Diploma in Pharmacy  
Under Faculty of Pharmacy, SVVV, Indore****01 Name of Program**

Diploma in Pharmacy (D. Pharma.)- Two Years Degree Program  
(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of AICTE and/or PCI. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Pharmacy- Board of Studies of Pharmacy

**03. Duration**

The duration of the course shall be for two academic years, with each academic year spread over a period of not less than 180 working days in addition to 500 hours practical training spread over a period of not less than 3 months. Maximum Period of Program completion: 3 Years

**04. Eligibility****1. Eligibility for Admission**

No candidate shall be admitted to D.Pharm Part-I unless he/she has passed any of the following examinations in all the optional subjects and compulsory subjects (Physics, Chemistry and Biology / Mathematics / Biotechnology / Computer Science):

- (i) Intermediate examination in Science;
- (ii) The first year of the three year degree course in Science;
- (iii) 10+2 examination (Academic stream) in Science;
- (iv) Pre-degree examination;
- (v) Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examination.



Admissions of candidates to the Diploma in Pharmacy Part-I shall be made as per the rules / directions of the central admission authority / State Government.

#### **05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.  
(As per Ordinance no.2)

#### **06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of AICTE/PCI

#### **07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.

#### **08. Academic System – Semester / Year (As per Ordinance No 3)**

**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

## **09. Eligibility for the Award of the Degree**

No candidate shall be allowed to appear in any examination unless he / she has attended 75% of the classes held in each theory and practical separately in each subject at an academic institution.

A candidate who has been admitted to D.Pharm Part I and has attended a regular course of study in an academic institution shall be eligible to appear at D.Pharm Part I examination of the University.

## **10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

## **11. General Instructions**

Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.

The medium of instruction and examination shall be English throughout the course of study.

The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.

Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.

The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 36****Master of Forensic Science  
Under Faculty of Forensic Science, SVVV, Indore****01 Name of Program**

Master of Forensic Science, M. Sc (Forensic Science) (2 Years)

(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Forensic Science Advisory Council and/or UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Forensic Science – Board of studies of Forensic Science

**03. Duration**

Schedule Period of Program completion: 2 Years

Maximum Period of Program completion: 3 Years

**04. Eligibility for Admission**

Candidate for admission to first year of the Master of Forensic Science, Post Graduate Degree Course shall be required to have completed their graduation in B.Sc. in Bio / Phy. / Chem. / Bio chem. / Micro bio. / Biotech, MBBS or BDS (min 60%)

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

(As per Ordinance no.2)

**06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of Forensic Science Advisory Council and/or UGC.

**07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

**08. Academic System – Semester / Year (As per Ordinance No 3)**  
**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

**09. Eligibility for the Award of the Degree**

A student shall be declared to be eligible for the award of the Degree if he/she has

- Successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her Programme within the stipulated time.
- No disciplinary action is pending against him/her.
- Successfully completed the field visit / industrial training, if any, as prescribed in the curriculum.

**10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 37****Bachelor of Forensic Science, B. Sc (Forensic Science)  
Under Faculty of Forensic Science, SVVV, Indore****01 Name of Program**

Bachelor of Forensic Science, B. Sc (Forensic Science) (3 Years)  
(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Forensic Science Advisory Council and/or UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Forensic Science – Board of studies of Forensic Science

**03. Duration**

Schedule Period of Program completion: 3 Years

Maximum Period of Program completion: 5 Years

**04. Eligibility for Admission**

Candidate for admission to first year of B.sc (Forensic) shall be required to have qualified 10+2 (min 50%) with min. 50% in PCB/PCM

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

(As per Ordinance no.2)

**06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of per norms of Forensic Science Advisory Council and/or UGC.

**07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

**08. Academic System – Semester / Year (As per Ordinance No 3)**

**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

**09. Eligibility for the Award of the Degree**

A student shall be declared to be eligible for the award of the Degree if he/she has

- Successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her Programme within the stipulated time.
- No disciplinary action is pending against him/her.
- Successfully completed the field visit / industrial training, if any, as prescribed in the curriculum.

**10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.



**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 38****Dual Degree Integrated Forensic Program (B. Sc+ M. Sc)  
Under Faculty of Forensic Science, SVVV, Indore****01 Name of Program**

Dual Degree Integrated Forensic Program (B. Sc+ M. Sc) (5 Years)  
(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective **Board of Studies** and as per norms of Forensic Science Advisory Council and/or UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Forensic Science – Board of studies of Forensic Science

**03. Duration**

Schedule Period of Program completion: 5 Years

Maximum Period of Program completion: 7 Years

**04. Eligibility for Admission**

Candidate for admission to first year of the Program shall be required to have qualified **10+2 (min 50%) with min. 50% in PCB/PCM**

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

(As per Ordinance no.2)

**06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of Forensic Science Advisory Council and/or UGC.

## 07. Fee Structure

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

## 08. Academic System – Semester / Year (As per Ordinance No 3)

Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)

## 09. Eligibility for the Award of the Degree

A student shall be declared to be eligible for the award of the Degree if he/she has

- Successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her Programme within the stipulated time.
- No disciplinary action is pending against him/her.
- Successfully completed the field visit / industrial training, if any, as prescribed in the curriculum.

## 10. Attendance

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 39****Master of Science (M.Sc.)  
Under Faculty of Science, SVVV, Indore****01 Name of Program****PG Program -Master of Science (M.Sc.), Two Years**

(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Science – Board of studies of the subject Science.

This Ordinance Offered Programs in M. Sc (Nano science), M. Sc (Physics), M. Sc (Chemistry), M. Sc (Financial Mathematics), M. Sc (Environmental science)

**03. Duration**

Full time program shall comprise of the program of study spread over a period of Two years i.e. four semesters. Maximum Period of Program completion: Three Years

**04. Eligibility**

- 4.1 The applicant for admission to the First semester of M.Sc. Programs must have passed Bachelor of Science (B.Sc. 3YDC) or equivalent examination from a University approved by UGC, New Delhi/AIU, New Delhi in appropriate discipline with at least 50% marks or equivalent Grade in the aggregate. Candidates belonging to Reserves Categories shall get relaxation in the qualifying marks as per the rules of the Government of Madhya Pradesh.

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor as per the norms of Statuary body the admission process shall take place on the criteria approved by the Committee. As per Ordinance No.2

**06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of UGC.

**07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, are not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.

**08. Academic System – Semester / Year (As per Ordinance No 3)**  
**Examination and Curriculum & Related Regulations: (As per Ordinance No 4)**

**09. Eligibility for the Award of the Degree**

The minimum passing marks in each year examination shall be 40 % in aggregate of all the papers and 40 % marks in each individual paper. Division to successful candidate for degree will be assigned from total marks obtained at the First Year & Final Year examinations

First Division : 60 % or above of the aggregate marks.

Second Division : 50 % or above of the aggregate marks.

Note: Candidates who obtained 75% or more marks in aggregate shall be declared to have passed the M. Sc Degree course in First Division with Distinction.

A candidate who has been admitted in the Master of Science programs will be promoted to the higher class in accordance with the following rules:

- Successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her Programme within the stipulated time.
- No disciplinary action is pending against him/her.
- Successfully completed the field visit / industrial training, if any, as prescribed in the curriculum.

**10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 40****Bachelor of Science (B.Sc.) - Three Years Degree Program  
Under Faculty of Science, SVVV, Indore****01 Name of Program**

**Three Years Degree Program- Bachelor of Science (B.Sc.)**  
(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Science – Board of studies of the Subject Science.  
This Ordinance offered B. Sc in Physics, Chemistry, Mathematics  
B. Sc in Physics, Computer, Mathematics, and B. Sc in Physics, Electronics, Mathematics

**03. Duration**

Full time program shall comprise of the course of study spread over a period of three years i.e. six semesters.

Maximum Period of Program completion: Five Years

**04. Eligibility**

4.1 Every candidate seeking admission to these courses must have passed Higher Secondary (10+2) or an equivalent course with minimum 40 % marks in aggregate recognized from M.P. Board / CBSE / or recognized body. The eligibility criterion for admission in individual course will be decided by the Board of Studies of the subject / University.

4.2 Those appearing in 10+2 (Class XII) final, or equivalent, examination and whose results are not declared may also appear in counseling. Such candidates will be admitted provisionally, subject to the submission of proof of passing in qualifying examination. In case they fail to comply with this deadline for providing the proof of passing in the qualifying examination, their admission will stand cancelled.

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.  
(As per Ordinance No.2)

**06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of UGC.

**07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

**08. Academic System – Semester / Year (As per Ordinance No 3)**

**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

**09. Eligibility for the Award of the Degree**

A candidate who has been admitted in the Bachelor of Science programs will be promoted to the higher class in accordance with the following rules:

The minimum passing marks in each year examination shall be 40 % in aggregate of all the papers and 40 % marks in each individual paper. Division to successful candidate for degree will be assigned from total marks obtained at the First Year& Final Year examinations



**First Division : 60 % or above of the aggregate marks.**

**Second Division : 50 % or above of the aggregate marks.**

**Note: Candidates who obtained 75% or more marks in aggregate shall be declared to have passed the M. Sc Degree course in First Division with Distinction.**

**A candidate who has been admitted in the Master of Science programs will be promoted to the higher class in accordance with the following rules:**

- **Successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her Programme within the stipulated time.**
- **No disciplinary action is pending against him/her.**
- **Successfully completed the field visit / industrial training, if any, as prescribed in the curriculum.**

#### **10. Attendance**

**Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately.**

#### **11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.**
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.**
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.**
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.**

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 41****Integrated Dual Degree Program -B. Sc. + M. Sc  
Under Faculty of Science, SVVV, Indore****01 Name of Program**

Integrated Dual Degree Program - B. Sc +M. Sc (5 Years)  
(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Science – Board of studies of the subject Science.  
This Ordinance offers Integrated Dual Degree Program in Nano Science/Physics/Chemistry

**03. Duration**

Full time program shall comprise of the program of study spread over a period of Five years in which for B. Sc duration is 3 Years and for M. Sc duration is two year. Maximum Period of Program completion: Seven Years.

**04. Eligibility**

- 4.1 Every candidate seeking admission to these courses must have passed Higher Secondary (10+2) or an equivalent course with minimum 50 % marks in aggregate recognized from M.P. Board / CBSE / or recognized body. The eligibility criterion for admission in individual course will be decided by the Board of Studies of the subject / University.
- 4.2 Admission to these courses will be made either on merit (to be defined by the university / affiliated College) in qualifying examination or in the written entrance test held for the purpose.
- 4.3. Those appearing in 10+2 (Class XII) final, or equivalent, examination and whose results are not declared may also appear in counseling. Such candidates will be admitted provisionally, subject to the submission of proof of passing in qualifying examination In case they fail to comply with this deadline for providing the proof of passing in the qualifying examination, their admission will stand cancelled.

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

(As per Ordinance No.2)

**06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of UGC.

**07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

**08. Academic System – Semester / Year (As per Ordinance No 3)**  
**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

**09. Eligibility for the Award of the Degree**

A candidate who has been admitted in the Integrated Dual Degree Program will be promoted to the higher class in accordance with the following rules:

The minimum passing marks in each year examination shall be 40 % in aggregate of all the papers and 40 % marks in each individual paper. Division to successful candidate for degree will be assigned from total marks obtained at the First Year& Final Year examinations

First Division : 60 % or above of the aggregate marks.

Second Division : 50 % or above of the aggregate marks.

Note: Candidates who obtained 75% or more marks in aggregate shall be declared to have passed the M. Sc Degree course in First Division with Distinction.

A candidate who has been admitted in the Master of Science programs will be promoted to the higher class in accordance with the following rules:

- Successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her Programme within the stipulated time.
- No disciplinary action is pending against him/her.
- Successfully completed the field visit / industrial training, if any, as prescribed in the curriculum.

#### 10. Attendance

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

#### 11. General Instructions

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No.42****Master of Education (M. Ed)-One Year Program  
Under Faculty of Education, SVVV, Indore****01 Name of Program**

Master of Education (M. Ed) - One Year Program  
(Shall be quoted simply 'Program' hereafter in this Ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of NCTE/UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance

**02. Name of Faculty and Board of Studies**

Faculty of Education- Board of Studies of Education

**03. Duration**

The M.Ed. program shall be of duration of one academic year including field attachment for a minimum of 4 weeks and research dissertation. The Maximum duration of program will be 2 years.

**04. Eligibility**

- (i) Candidate seeking admission to the M.Ed. program should have obtained at least 50% marks or an equivalent grade in the following program) B.Ed., b) B.A. B.Ed., B.Sc .B.Ed.  
c) B.com, B.Ed With undergraduate degree

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

As per Ordinance no.2

**06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of NCTE/UGC.

**07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.

(iii) Fees, once paid, and if a student has started attending the classes, are not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.

#### **08. Academic System – Semester / Year (As per Ordinance No 3)**

##### **Examination and Curriculum & Related Regulations: (As per Ordinance No 4)**

#### **09. Eligibility for the Award of the Degree**

The minimum passing marks in each year examination shall be 50 % in aggregate of all the papers and 40 % marks in each individual theory and 50% marks in each practical paper.

First Division: 60 % or above of the aggregate marks.

Second Division: 50 % or above of the aggregate marks.

Note: Candidates who obtained 75% or more marks in aggregate shall be declared to have passed B.Ed. degree course in First Division with Distinction.

#### **10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

#### **11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes , approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No.43****Bachelor of Education (B. Ed)-Two Years Program  
Under Faculty of Education, SVVV, Indore****01 Name of Program**

Bachelor of Education (B. Ed) -Two Years Program  
(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of NCTE. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Education- Board of Studies of Education

**03. Duration**

The Duration of Degree of Bachelor of Education of the University shall spread over two academic years or Four Semesters which can be completed in a maximum of three years from the date of admission to the program as per NCTE norms.

**04. Eligibility**

Candidate with at least 50% marks either in the bachelor degree and / or in the master's degree in Science/Social Science/Humanity, Bachelor in Engineering or Technology with specialization in Science and Maths with 55% marks or any other qualification equivalent thereto, are eligible for admission to the program. The reservation relaxation for SC/ST/Other categories shall be as per the rules of State Govt, as per the norms laid down by NCTE and that of State Government shall be followed.

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

(As per Ordinance no.2)

**06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of NCTE.

## 07. Fee Structure

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.

## 08. Academic System – Semester / Year (As per Ordinance No 3) Examination and Curriculum & Related Regulations: (As per Ordinance No 4&5)

## 09. Eligibility for the Award of the Degree

The minimum passing marks in each year examination shall be 50 % in aggregate of all the papers and 40% marks in each individual theory and 50% marks in each practical paper. Division to successful candidate for the B.Ed. Degree will be assigned from total marks obtained at the B.Ed. First Year and Final Year examinations i.e. all four semesters as under.

First Division: 60 % or above of the aggregate marks.

Second Division: 50 % or above of the aggregate marks.

Third Division: 40% or above of the aggregate marks.

Note: Candidates who obtained 75% or more marks in aggregate shall be declared to have passed B.Ed. degree course in First Division with Distinction.

## 10. Attendance

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.



**11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes , approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No.44****Master of Commerce (M.Com.)****Under Faculty of Commerce, SVVV, Indore****01 Name of Program**

Master of Commerce (M.Com.)- Two Years PG Program  
(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance

**02. Name of Faculty and Board of Studies**

Faculty of Commerce- Board of Studies of Commerce

**03. Duration**

The duration of the course leading to the degree of Master of Commerce shall be two academic years. Each year shall be divided into two semesters. Maximum Period of Program completion:

Three Years

**04. Eligibility**

The minimum qualifications for admission to the first semester of the course shall be:-

A person who has passed with at least 45% marks in aggregate, the Bachelor of Commerce (Hons. /Pass) or BBA from University recognized as equivalent is eligible for admission to M.Com Course.

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

As per Ordinance no.2

**06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of UGC.

**07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.

(ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.

(iii) Fees, once paid, and if a student has started attending the classes, are not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.

#### **08. Academic System – Semester / Year (As per Ordinance No 3)**

#### **Examination and Curriculum & Related Regulations: (As per Ordinance No 4)**

#### **09. Eligibility for the Award of the Degree**

1. Every candidate shall be examined in the subject(s) as laid down in the syllabus prescribe by the Academic Council from time to time. Those candidate who fulfill the norms set by UGC will be eligible for the award of Degree

#### **10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

#### **11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes , approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of In

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE**

**Ordinance No.45**  
**Bachelor of Commerce (B.Com)**  
**Under Faculty of Commerce, SVVV, Indore**

**01 Name of Program**

Bachelor of Commerce (B.Com)- Three Years Degree Program  
(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Commerce- Board of Studies of Commerce

**03. Duration**

This ordinance shall be applicable for the award Bachelor of Commerce degree the examination shall consist of part I, II and III (Final). Each year shall be divided into two semesters.

Maximum Period of Program completion: Five Years

**04. Eligibility**

A Candidate who has passed 10+2 exam in PCM/Commerce

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

(As per Ordinance no.2)

**06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of UGC.

**07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.

(ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.

(iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

#### **08. Academic System – Semester / Year (As per Ordinance No 3)**

**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

#### **09. Eligibility for the Award of the Degree**

Every candidate shall be examined in the subject(s) as laid down in the syllabus prescribe by the Academic Council from time to time. Those candidate who fulfill the norms set by UGC will be eligible for the award of Degree

#### **10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

#### **11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes , approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India

# SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE

## Ordinance No.46

### Master of Arts (M.A.) - Two Years PG Program Under Faculty of Arts, SVVV, Indore

#### 01 Name of Program

Master of Arts (MA)- Two Years PG Program  
(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

#### 02. Name of Faculty and Board of Studies

Faculty of Arts- Board of Studies of relevant subjects  
This ordinance offers course in M.A. (Psychology), M.A. (Economics), M.A. (English), M.A. (Sociology), in M.A. (History), M.A. (Public administration), M.A. (Political science), M.A. (Hindi)

#### 03. Duration

Duration of course will be 2 year spread to 4 semesters consisting M.A. Previous & M.A. Final Year Examination. Maximum Period of Program completion: Three Years

#### 04. Eligibility

A candidate is eligible for admission for M.A. course, if he/she has passed Bachelor Degree in any stream of science/ commerce/ Arts from any recognized university. The candidate shall be eligible for the degree when he/she has under gone the prescribed course of studies for a period of not less than two years in the institution and has passed the required examination in all the subjects as per the rules of UGC

#### 05. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

(As per Ordinance no.2)

#### 06. Number of Seats for the Program

It will be decided time to time by the university as per guidelines of UGC.

#### 07. Fee Structure

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning

of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.

- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- (iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

#### **08. Academic System – Semester / Year (As per Ordinance No 3)**

**Examination and Curriculum & Related Regulations: (As per Ordinance No 4)**

#### **09. Eligibility for the Award of the Degree**

Every candidate shall be examined in the subject(s) as laid down in the syllabus prescribe by the Academic Council from time to time. Those candidate who fulfill the norms set by UGC will be eligible for the award of Degree

#### **10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

#### **11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes , approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No.47****Bachelor of Arts (B.A.) - Three Years Degree Program****Under Faculty of Arts, SVVV, Indore****01 Name of Program**

Bachelor of Arts (BA)- Three Years Degree Program  
(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Arts- Board of Studies of Arts

**03. Duration**

The Duration of Course will be 3 years spread to 6 semesters. Maximum Period of Program completion: Five Years

**04. Eligibility**

Candidates seeking admission to the first year of Bachelor of Art Course Shall be required to have passed the higher Secondary Examination (10+2) of M.P. Higher Secondary Board or an examination recognized equivalent there to. Selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of merit.

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

(As per Ordinance no.2)

**06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of UGC.

**07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.



(ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.

(iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

#### **08. Academic System – Semester / Year (As per Ordinance No 3)**

**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

#### **09. Eligibility for the Award of the Degree**

Every candidate shall be examined in the subject(s) as laid down in the syllabus prescribe by the Academic Council from time to time. Those candidate who fulfill the norms set by UGC will be eligible for the award of Degree

#### **10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

#### **11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes , approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 48****Dual Degree Integrated Program (B. Sc+ B. Ed)  
Under Faculty of Science & Education, SVVV, Indore****01 Name of Program**

Dual Degree Integrated Program (B. Sc+ B. Ed)

(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of NCTE and/or UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty Science & Education – Board of studies of Science & Education

**03. Duration**

Schedule Period of Program completion: 5 Years

Maximum Period of Program completion: 7 Years

**04. Eligibility for Admission**

Candidate for admission to first year of the Program shall be required to have qualified 10+2 (min 50%) with min. 50% in PCB/PCM

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

(As per Ordinance no.2)

**06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of NCTE and/or UGC

**07. Fee Structure** (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.

(ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.

(iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

#### **08. Academic System – Semester / Year (As per Ordinance No 3)**

**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

#### **09. Eligibility for the Award of the Degree**

A student shall be declared to be eligible for the award of the Degree if he/she has

- Successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her Programme within the stipulated time.
- No disciplinary action is pending against him/her.
- Successfully completed the field visit / industrial training, if any, as prescribed in the curriculum.
- **10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

#### **11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 49****Dual Degree Integrated Program (BA+ B. Ed)  
Under Faculty of Atrs & Education, SVVV, Indore****01 Name of Program**

Dual Degree Integrated Program (BA+ B. Ed) (5Years)  
(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of NCTE and/or UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty Science & Education – Board of studies of Science & Education

**03. Duration**

Schedule Period of Program completion: 5 Years

Maximum Period of Program completion: 7 Years

**04. Eligibility for Admission**

Candidate for admission to first year of the Program shall be required to have qualified 10+2 (min 50%) with min. 50% in PCB/PCM /Commerce/Arts

**05. Admission Process**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

(As per Ordinance no.2)

**06. Number of Seats for the Program**

It will be decided time to time by the university as per guidelines of NCTE and/or UGC

**07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning

of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.

(ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.

(iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

#### **08. Academic System – Semester / Year (As per Ordinance No 3)**

**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

#### **09. Eligibility for the Award of the Degree**

**A student shall be declared to be eligible for the award of the Degree if he/she has**

- Successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her Programme within the stipulated time.
- No disciplinary action is pending against him/her.
- Successfully completed the field visit / industrial training, if any, as prescribed in the curriculum.

#### **10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

## 11. General Instructions

- A. Executive Council of the University shall be the competent authority to decide on the matters Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes , approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 50****Master of Arts (Journalism and Mass Communication) - M.A (J&MC)**

**Under Faculty of Journalism and Mass Communication n Studies, SVVV, Indore /**

**01 Name of Program**

**Master of Arts (Journalism and Mass Communication)**

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Journalism and Mass Communication-Board of studies of Journalism and Mass Communication

**03. Duration**

Full time program shall comprise of the course of study spread over a period of two years i.e. four semesters. Maximum period of completion of program will be Three years.

**04. Eligibility**

Pass with 45% aggregate marks in Bachelor's Degree (any discipline) or equivalent

**05. Admission Process**

The application would be followed by personal interaction with admission board for selection of the candidate to the programme. (Refer Ordinance No.2)

**06. Number of Seats for the Program:**

It will be decided time to time by the university as per guidelines of UGC.

**07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.

(iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

**08. Academic System – Semester / Year (As per Ordinance No 3)**  
**SEMESTER Examination and Curriculum : (As per Ordinance No4 & 5)**

**09. Eligibility for the Award of the Degree** Minimum CGPA of 6 with minimum SGPA of 5.5 in each semester

**10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes , approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India



**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 51****Bachelor of Arts (Journalism and Mass Communication) B.A. (J&MC)****Under Faculty of Journalism and Mass Communication, SVVV, Indore /****01 Name of Program**

Bachelor of Arts (Journalism and Mass Communication)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

Faculty of Journalism and Mass Communication-Board of studies of Journalism and Mass Communication

**03. Duration**

Full time program shall comprise of the course of study spread over a period of Three years i.e. six semesters. Maximum period of completion of program will be Five years.

**04. Eligibility**

Pass with 50% aggregate marks in 10+2 or equivalent (with English)

**05. Admission Process**

The application would be followed by personal interaction with admission board for selection of the candidate to the program (As per Ordinance No.2)

**06. Number of Seats for the Program:**

It will be decided time to time by the university as per guidelines of UGC.

**07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- (ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.

(iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

**08. Academic System – Semester / Year (As per Ordinance No 3) SEMESTER Examination and Curriculum & Related Regulations : (As per Ordinance No4& 5)**

**09. Eligibility for the Award of the Degree**

Minimum CGPA of 6 with minimum SGPA of 5 in each semester

**10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes , approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No.52****Integrated Dual Degree Program in Journalism and Mass Communication**

**Under Faculty of Journalism and Mass Communication) Studies, SVVV, Indore /**

**01 Name of Program**

**Integrated Dual Degree Program in (Journalism and Mass Communication)**

The program shall be offered under this Ordinance, subject to the recommendation of the respective **Board of Studies** and as per norms of UGC. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance.

**02. Name of Faculty and Board of Studies**

**Faculty of Journalism and Mass Communication-Board of studies of Journalism and Mass Communication**

**03. Duration**

Full time program shall comprise of the course of study spread over a period of Five years i.e. Ten semesters. Maximum period of completion of program will be Seven years.

**04. Eligibility**

Pass with 50% aggregate marks in 10+2 or equivalent

**05. Admission Process**

The application would be followed by personal interaction with admission board for selection of the candidate to the programme (As per Ordinance No.2)

**06. Number of Seats for the Program:**

It will be decided time to time by the university as per guidelines of UGC.

**07. Fee Structure**

- (i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.

(ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.

(iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

#### **08. Academic System – Semester / Year (As per Ordinance No 3)**

**Examination and Curriculum & Related Regulations : (As per Ordinance No4& 5)**

#### **09. Eligibility for the Award of the Degree**

Minimum CGPA of 6 with minimum SGPA

of 5 in each semester till semester 6 and SGPA of 5.5 for semester 7 to 10

#### **10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

#### **11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes , approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE****Ordinance No. 53****Integrated Dual Degree Program – P.G. + Ph. D  
Under Faculty of Science, Commerce, Management, Arts, Computer, SVVV, Indore****01 Name of Program**

**Integrated Dual Degree Program - M.Sc., MCA, MBA, M.COM, MA (Any One) +  
Ph.D. (5 Years)**

(Shall be quoted simply 'Program' hereafter in this ordinance)

The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of UGC and /or AICTE. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance. Doctor of Philosophy (Ph.D.) will be as per UGC Regulations 2009

**02. Name of Faculty and Board of Studies**

Faculty of Computer Applications – Board of studies of the subject Integrated Dual Degree Program M.Sc., MCA, MBA, M.COM, MA (Any One) +Ph.D. (5 Years).

**03. Duration**

Full time program shall comprise of the course of study spread over a period of five years i.e. ten semesters. The advantage of this program is that the students who complete an integrated program will be awarded M.Sc., MCA, MBA, M.COM, MA (Any One)+Ph.D. degrees and if a student exits from the program after completing 2 years of curriculum successfully, he/she will earn one degree. M.Sc., MCA, MBA, M.COM, MA (Any One) The maximum duration for the program shall be 7 years.

**04. Eligibility**

1. A student who have Passed B.Sc., BCA, BBA, BCOM. BA will be eligible to take admission respectively in M.Sc., MCA, MBA, M.COM, MA.

2. Those appearing in Graduation final, or equivalent, examinations and whose results are not declared may also appear in counseling. Such candidates will be admitted provisionally, subject to the submission of proof of passing in qualifying examination In case they fail to comply with this deadline for providing the proof of passing in the qualifying examination, their admission will stand cancelled.

**05. Admission Process**

Admission to the program shall be made by the Admissions Committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.

(As per Ordinance no.2)

**06. Number of Seats for the Program:**

It will be decided from time to time by the university as per guidelines of UGC

**07. Fee Structure**

(i) All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.

(ii) Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.

(iii) Fees, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

**08. Academic System – Semester / Year (As per Ordinance No 3)**

**Examination and Curriculum & Related Regulations: (As per Ordinance No 4& 5)**

**09. Eligibility for the Award of the Degree**

A candidate who has been admitted in the Dual Degree M.Sc., MCA, MBA, M.COM, MA (Any One) + Ph.D. program will be awarded degree if he/she fulfill all the required norms of the regulating body of the concern subject and UGC and Doctor of Philosophy (Ph.D.) will be as per UGC Regulations 2009

**After completing first four semesters, if a candidate exits he/she will get Post Graduate degree. He/She can only continue to the Ph.D. program after getting aggregate CGPA of 6.0 in the first four semesters. Fifth semester is for Ph.D. course work and after completing the course work, the candidate has to submit his/her Ph.D. thesis in the next 2.5 years which can be extendable up to 2 more years.**

#### **10. Attendance**

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

#### **11. General Instructions**

- A. Executive Council of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- D. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**उच्च शिक्षा विभाग**  
**मंत्रालय, वल्लभ भवन, भोपाल**

भोपाल, दिनांक 16 जून 2016

क्रमांक आर-175-सीसी-2016-अड़तीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28 के अनुक्रम में, मालवांचल निजी विश्वविद्यालय, इन्दौर के प्रथम अध्यादेश क्र. 01 से 25, राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के प्रथम अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम अध्यादेश क्र. 01 से 25.

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
ए. एस. यादव, उपसचिव.

**THE FIRST ORDINANCES OF MALWANCHAL UNIVERSITY, INDORE**

**2016**

In exercise of the powers conferred by sub-section (1) of section 28 of the Madhya Pradesh Niji Vishwavidyalay (Sthapna Avam Sanchalan) Adhiniyam, 2007 the Vice Chancellor makes the following First Ordinances:

**1. Short title and Commencement :**

- a. These Ordinances may be called the Malwanchal University First Ordinances, 2016.
- b. They shall come into force from such date as the Vice-chancellor may by an order specify and different dates may be specified for different First Ordinances.

**2. Definitions:**

In these Ordinances, unless the context otherwise requires:

- a. 'Act' means the Madhya Pradesh Niji Vishwavidyalay (Sthapna Avam Sanchalan) Adhiniyam, 2007.
- b. "Ordinances" means the Malwanchal University First Ordinances, 2016.
- c. "Section", "Sub-section", "Item" shall mean section of the Act, Sub-section of the section and item of the Section or Sub-section respectively.
- d. Words and expression used but not defined in these ordinances shall have the meaning assigned to them in the Act and Statutes.
- e. "He" includes "She" and "His/Him" includes "Her".
- f. The provisions of the rules under this ordinance will prevail over all orders, codes, manuals, circulars, memos, procedures, policies, schemes and such other documents of the Institutes of the University.
- g. Unless the context otherwise requires, any abbreviations or shortened form of a word, shall represent and mean exactly that word as defined in the Act, Statutes, Ordinances and Regulations.
- h. The rules under this programme offered by the Institutions, run by the Malwanchal University and any matter relating and incidental thereto.



**Ordinance No .1****PROPOSED FACULTIES AND DEPARTMENTS OF MALWANCHAL UNIVERSITY**

**The University shall have following faculties mentioned in column (1) & the Departments as mentioned in column (2) of the following table thereof:**

<b>S. No.</b>	<b>Faculty</b>	<b>Department</b>
1.	Faculty of Medicine	Dept. of Medical Sciences - • Medicine • Surgery • Pediatrics • OBG • ENT • Ophthalmology • T.B. & Chest • Skin & V.D. • Psychiatry • Anesthesiology • Radio Diagnosis • Radio Therapy • Orthopedics • Anatomy • Biochemistry • Microbiology • P.S.M • Pathology • Physiology • Pharmacology • Forensic Medicine • Gastroenterology • Cardio Thoracic Surgery • Neuro Surgery • Paediatric Surgery • Plastic Surgery • Urology • Cardiology • Nephrology • Neurology • Endocrinology
2.	Faculty of Dental Science	• Dept. of Dental Sciences • Oral Medicine & Radiology • Oral Pathology & Oral Microbiology

		<ul style="list-style-type: none"> <li>• Public Health Dentistry</li> <li>• Paediatric &amp; Preventive Dentistry</li> <li>• Orthodontic &amp; Dentofacial Orthopaedics</li> <li>• Periodontology</li> <li>• Conservative Dentistry &amp; Endodontics</li> <li>• Oral &amp; Maxillofacial Surgery</li> <li>• Prosthodontics and Crown &amp; Bridge</li> </ul>
3.	Faculty of Ayush	<ul style="list-style-type: none"> <li>• Homeopathy</li> <li>• Ayurvedic medicine</li> <li>• Unani medicine</li> <li>• Yoga.</li> </ul>
4.	Faculty of Pharmacy	Dept of Pharmacy
5.	Faculty of Nursing	Dept. of Nursing <ul style="list-style-type: none"> <li>• Medical Surgical Nursing</li> <li>• Child Health Nursing</li> <li>• Community Health Nursing</li> <li>• Obstetrics &amp; Gynecology Nursing</li> <li>• Mental Health Nursing.</li> </ul>
6.	Faculty of Science	<ul style="list-style-type: none"> <li>• Biosciences</li> <li>• Bio-Technology</li> <li>• Chemistry</li> <li>• Mathematics</li> <li>• Physics</li> <li>• Nuclear Physics.</li> </ul>
7.	Faculty of Education & Physical Education	<ul style="list-style-type: none"> <li>• Adult and Continuing Education and Extension</li> <li>• Education</li> <li>• Physical Education</li> <li>• Teacher Training and Non-Formal Education (Institute of Teachers Education).</li> </ul>
8.	Faculty of Commerce	<ul style="list-style-type: none"> <li>• Commerce and Business Studies</li> <li>• BBM e-Banking &amp; Finance.</li> </ul>
9.	Faculty of Management	Dept. of Management <ul style="list-style-type: none"> <li>• Business Management</li> <li>• Hospital Management</li> <li>• Rural Management</li> <li>• Health Management.</li> <li>• Dept. of Hotel Management &amp; Catering Technology</li> </ul>
10.	Faculty of Engineering & Technology	Dept. Engineering & Technology <ul style="list-style-type: none"> <li>• Chemical Engineering</li> </ul>

		<ul style="list-style-type: none"> <li>• Civil and Structural Engineering</li> <li>• Computer Science &amp; Engineering</li> <li>• Electrical and Electronics Engineering</li> <li>• Electronics and Communication Engineering</li> <li>• Electronics &amp; Instrumentation Engineering</li> <li>• Food Engineering • Information Technology</li> <li>• Mechanical Engineering</li> <li>• Mining</li> <li>• Textile</li> <li>• Fire Technology &amp; Safety Engineering</li> <li>• Nano-technology</li> <li>• Food Technology.</li> </ul>
11.	Faculty of Architecture	<ul style="list-style-type: none"> <li>• Dept of Architecture</li> <li>• Planning &amp; Design.</li> </ul>
12.	Faculty of Law	Dept. of Law
13.	Faculty of Computer Science & Application	<ul style="list-style-type: none"> <li>• Computer Science &amp; Application</li> <li>• Animation &amp; Games.</li> </ul>
14.	Faculty of Mass Media	<ul style="list-style-type: none"> <li>• Advertising,</li> <li>• Public Relations.</li> <li>• Journalism</li> <li>• Printing and Media Technology</li> <li>• Mass Communication.</li> </ul>
15.	Faculty of Fine Arts	<ul style="list-style-type: none"> <li>• Applied Art</li> <li>• Art Education</li> <li>• Art History</li> <li>• Art Appreciation</li> <li>• Graphic Art</li> <li>• Painting</li> <li>• Sculpture.</li> </ul>
16.	Faculty of Arts & Social Sciences	<ul style="list-style-type: none"> <li>• Economics</li> <li>• Library and Information Science</li> <li>• Philosophy</li> <li>• Political Science</li> <li>• Population Studies</li> <li>• Psychology</li> <li>• Rural Development</li> <li>• Social Work</li> <li>• Sociology</li> <li>• Public Administration</li> <li>• Women Studies</li> </ul>

		<ul style="list-style-type: none"> <li>• History and Culture</li> <li>• Military Science.</li> </ul>
17.	Faculty of Life Sciences	<ul style="list-style-type: none"> <li>• Dept. of Botany</li> <li>• Zoology</li> <li>• Biochemistry</li> <li>• Microbiology</li> <li>• Life Science</li> <li>• Forensic Science.</li> </ul>
18.	Faculty of Humanities and Languages	<ul style="list-style-type: none"> <li>• English</li> <li>• Hindi</li> <li>• Urdu</li> <li>• Foreign Languages.</li> </ul>
19.	Faculty of Agriculture	<ul style="list-style-type: none"> <li>• Agronomy</li> <li>• Plant Breeding</li> <li>• Animal Husbandry</li> <li>• Horticulture</li> <li>• Plant Protection</li> <li>• Plant Pathology</li> <li>• Soil Science &amp; Agriculture Chemistry</li> <li>• Food Processing</li> <li>• Post harvest Technology.</li> </ul>
20.	Faculty of Performing Arts & Design	<ul style="list-style-type: none"> <li>• Dance</li> <li>• Instrumental Music</li> <li>• Musicology</li> <li>• Vocal music</li> <li>• Performing Arts</li> <li>• Visual Arts</li> <li>• Design</li> <li>• Fashion Design</li> <li>• Textile Design</li> <li>• Interior/Habitat Design</li> <li>• Industrial &amp; Products Design.</li> </ul>
21.	Faculty of Vocational courses	Dept. of Different Vocational Courses.
22.	Faculty of Paramedical Science	<ul style="list-style-type: none"> <li>• Dept. of Physio Therapy -</li> <li>• Dept. of other paramedical courses.</li> </ul>
23.	Faculty of Home Science --	• Dept. of Home Science.

#### **Addition of Institutes, Departments, Faculty and Program**

• Other Institutes, Teaching Departments, Faculty and Program as recommended by Academic Council and approved by the Governing Body; shall be added from time to time, after due approval of MPPURC.

**Ordinance No. 2****ADMISSION, ENROLLMENT AND MIGRATION****1.0 DEFINITIONS:**

In this Ordinance, unless there is anything repugnant in the subject or context;

1.1 "Equivalent" examination means an examination which has been conducted by;

1.1.1 Any recognized Board of Higher Secondary Education, or

1.1.2 Any Indian University /Board other than this University incorporated by any law in force for the time being, and recognized by this University as equivalent to its corresponding examination.

1.1.3 Any other Foreign qualifications considered equivalent by appropriate authority.

1.2 "Qualifying examination" means an examination the passing of which makes student eligible for admission to a particular year in Course of study leading to Bachelor's or post-graduate degree or diploma or certificate of Malwanchal University.

**2.0 ADMISSION PROCEDURE:**

2.1 Admission in the University shall be made strictly on the basis of Merit as per the rules of Government of M.P.

2.2 Merit for admission in the constituent Institutions of University may be determined either on the basis of marks or grade in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks or grade obtained in the Entrance Test conducted at the State or National Level, as per the norms of the Regulating Bodies.

2.3 The application for admission shall, among others, be accompanied by

2.3.1 The School /College Leaving Certificate/Transfer Certificate signed by the Head of the Institutions last attended by the student,

- 2.3.2 True copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student, who passed the examination as a private candidate, a character certificate signed by two responsible persons certifying to the good character of the applicant.
- 2.3.3 If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary education, Madhya Pradesh, or a University other than this University, he shall submit in addition to the School / College Leaving Certificate or Transfer Certificate, an Eligibility or a Migration Certificate from the Secretary, or Registrar of such Board or University as the case may be together with immigration fee as prescribed.
- 2.3.4 Any other document as required by Concerned Institution. Provided that, if it does not become possible for the applicant to obtain a Migration Certificate in time for making the application, he may make the application in time stating that the certificate shall be produced as soon as it is received and for that purpose he may be allowed such time as the University may specify but not more than thirty days from the last date of the application.
- 2.4 No student migrating from any other University shall be admitted to any class in an institution unless he has passed the examination which has been declared by this University as equivalent to the qualifying examination for a student of the University.
- 2.5 An applicant for admission to a course leading to a Bachelor's degree shall not be so admitted unless he is prepared to appear in all subjects prescribed for the particular degree examination.
- 2.6 No student who has passed a part of any degree or post graduate examination from another University shall be admitted to subsequent higher class for such examination in any institution without the approval of the Vice-Chancellor in consultation with the Dean of the Faculty in case of degree examination and the Chairman of the concerned Board of studies in case of post-graduate examination.

2.7 No person, who is under sentence of rustication from another University or a teaching Institution connected with this University shall be admitted to any course or study in an Institution of this University.

2.8 Admission of students to all institutions except those for Medicine, Dentistry, Nursing and Pharmacy in each academic year shall be completed by the first day of the academic session concerned.

Provided that, the Head of an institution may, in his/her discretion, admit a student to the institution till 31st July, and for special reasons with the approval of the Vice-Chancellor, by the 14th August of that year. Provided where, 31st July or 14th August is a holiday, the next working day will be the last date in each case. In institutions for Medicine, Dentistry, Pharmacy and Engineering (Undergraduate) the corresponding last date of admission shall be 30th Sept. or as prescribed by Apex Body.

Provided that, a student, who is eligible for second or supplementary examination of the University shall be permitted to take provisional admission the next higher class within the date prescribed above. If he/she fails to clear the supplementary or pass the second examination the provisional admission in the higher class shall stand cancelled.

2.9 'The list of admitted students in medical & other related courses should also be made available to MCI DCI to as well as Director Medical : education dept. Govt. of M.P. and Admission & Fee Regulating committee constituted under M.P. Niji Vyavasayik Shikshan (Pravesh ka Viniyaman Avam Shulk ka Nirdharan) Adhiniyam 2007 within One week from the last date of admission.'

2.10 The admission procedure as prescribed if any, by Medical Education department Government of M.P. and other Regulatory State & Central bodies for professional & technical courses will be followed.

**3.0 LATE ADMISSIONS:**

- 3.1 A student admitted to an Institution after the commencement of the session shall be required to pay tuition fees from July of the year unless he/she migrates from another constituent institution of the University and has paid his/her fees in the former institution up to the preceding month.
- 3.2 The Head of the Institution may permit a student to change his optional subjects for a course with the approval of the Vice-Chancellor, within two weeks of last date of admission as prescribed by Competent Authority. No change thereafter shall be permitted.

**4.0 TRANSFER OF STUDENT:**

- 4.1 No student shall be allowed to migrate from one institution to another under the jurisdiction of this University without a Transfer Certificate. No such transfer shall in any case be permitted after the date on which the application of a student for admission to the ensuing examination has been forwarded to the University.
- 4.2 Subject to the provision contained in para (1) above; a student, who during an academic session desires to leave the constituent institution of which he has become a member shall give notice in writing to the Head of the Institution of his intention to leave stating reasons thereof and further stating the name of the institution if any, which he wishes to join.
- 4.3 If the change is to another Institution, the Head of the Institution shall consider the reasons given to justify such a change. If they are strong enough to justify such a change, he may pass order accordingly. In such case student should :-  
i. Make payment of all fees due to the Institution up to the month of the application for the transfer certificate; and  
ii. Refund whatever, if any, scholarship or studentship has been paid to him from the funds of the Institution, if required by the Head of the Institution to do so.
- 4.4 When the student has made all the aforesaid payments, the Head of the Institution shall issue a Transfer Certificate.
- 4.5 A student seeking transfer from one Institution to another under the jurisdiction of this University shall not be required to pay such installment of tuition fees as he has already paid in the Institution from which he is transferring.



**5.0 DISCIPLINE:**

- 5.1 Every student in the University shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he is a student and of the University.
- 5.2 When a student has been guilty of breach of discipline within or outside the precincts of the University or an Institution, or persistent absenteeism, the Head of the Institution with the approval of Vice Chancellor may, according to the nature and gravity of the offence:
- i. Suspend such a student from attending classes for not more than a week at a time; or
  - ii. Expel such a student from the institution; or
  - iii. Disqualify such a student from appearing at the next ensuing examination, or
  - iv. Rusticate such a student.
- 5.3 Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.
- 5.4 The Head of the Institution concerned shall have power to suspend, for such time as may be necessary, a student temporarily from the Institution pending inquiry into his conduct in connection with an alleged offence.
- 5.5 The period, during which a student remains suspended for completion of an inquiry, shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
- 5.6 A student who has been rusticated shall not be admitted to another Institution within the jurisdiction of this University. Ordinarily, the period of rustication shall not exceed two years. Other Universities shall be informed of the fact of the rustication.
- 5.7 The rustication of a student from an Institution shall entail the removal of his name from the Register of Enrolled Students.

**6.0 ENROLLMENT OF STUDENTS:**

- 6.1 A person who has been admitted to an institution as per the prescribed eligibility of a particular course, shall be enrolled as a student of University by the Registrar,
- 6.2 Application for enrolment as a student of the University shall be made to the Registrar in the prescribed form. Head of Institute will ensure that all the documents are enclosed along with enrollment form and it shall be accompanied by the prescribed enrollment fee. Such application shall be submitted through Head of Institution of the College to which the student has been admitted.
- 6.3 i. No student shall be deemed to have been admitted to any course of study as a regular student of the University unless his/her name is borne on the Register of Enrolled Students.
- ii. The fee for enrollment paid by a student shall not be refunded under any circumstances.
- 6.4 The procedure for submission of application for Enrollment of students by colleges shall be as follows:
- i Application on the prescribed form from students, together with the necessary fees, migration certificate, eligibility certificate, if necessary, shall reach the University Registrar within two weeks from the last date of admission of the academic year in which the student is admitted.
- ii On the payment of late fee as prescribed, the Vice Chancellor may permit the enrolment of student whose application, enrolment fee or the migration certificate have been submitted after the due date if the Vice Chancellor is satisfied that the delay in submission is not due to any lack of diligence on the part of the student.
- 6.5 No person, who is under sentence, expulsion or rustication from another University, shall be admitted to any course of study during the period for which the sentence/expulsion/rustication is in operation.
- 6.6 A student who is enrolled in the University may apply for a change/correction in one's own name or surname to the Registrar of the University with the prescribed fee (not refundable).
- 6.7 Any change, addition or modification, shall be recorded in the University Register in red ink under the attestation of the Registrar and a certificate to that effect shall be issued to the applicant.

- 6.8 Under no circumstances shall any alteration be made in the University certificate, diploma degree, and other document issued in favour of the applicant prior to the order for a change/correction in the name
- 6.9 In all subsequent documents, certificates, diplomas and degrees of the University, the former as well as the new name shall be entered and all correspondence shall be carried on in like manner.
- 6.10 Name of the student will only be changed provided procedure as per law and prevailing rules / regulations have been followed.

#### **7.0 MIGRATION:**

Migration of students from the University to another may be granted on any genuine grounds such as completion of studies, death of parents / near relative or on medical grounds. However, the migration in professional colleges will be governed by Rules/Regulation of Statutory Bodies, such as MCI, DCI, INC, IPC & AICTE.

#### **8.0 CONSIDERATION FOR SPECIAL CATEGORIES:**

Seats for admission and fees in any course of study for the persons belonging to special categories shall be regulated in accordance with the norms/guidelines prescribed by the UGC & other concerned Statutory Bodies/ policy of State Govt. or applicable extant instructions applicable from time to time.

**Ordinance No .3****REGISTRATION OF STUDENTS AND THEIR ADMISSION TO THE COURSES OF STUDY AND TEACHING METHODOLOGY**

- (1) For registration / enrollment in the University courses of study, a candidate must apply on prescribed format and submit the application form along with the attested copy of the mark sheet of the qualifying examination and University fees. The registration form will be forwarded by the head of the Institute/ to the Registrar of the University.
- (2) On receipt of the registration form at the University Institute the candidates will be allotted a temporary registration number.
- (3) The registration application form will be subject to verification by the University and after due verification, the candidates will be given a permanent registration number.
- (4) The application for admission of the student can be sent directly or through guidance centre or post or can be applied online, Any student from India or abroad seeking admission in the University can interact online with University, Mode of instruction of teaching of such student shall be decided by the Academic Council of the University.
- (5) The Validity of the registration of student for different courses will be as under-

S. No.	Name of Courses	Maximum Validity Period (Year)
(1)	(2)	(3)
1	Certificate and one year Diploma course	2
2	Two year Degree and Masters Degree course	4
3	Three year Degree Course	6
4	Four year Degree Course	8
5	Four and Half years Degree Course	9
6	Three years Diploma Course	6

- (6) No person who has been convicted by a court of justice and is undergoing punishment or is under expulsion or rustication from another University shall be admitted to any course of study during the period for which the sentence is in operation.

- (7) (i) A student who is the University may apply for a change/Correction or alteration in one's own name or surname to the Registrar of the University with a fee as prescribed by University.
- (ii) The Registrar, if he is satisfied with the reasonableness of the request, may pass order for change or correction of the name of the student.
- (iii) The application for change or correction in the name shall be made through the Head of the Institution where the student is studying or will be supported by an affidavit and proof.
- (iv) The fees deposited by the candidate is non- refundable.
- (8) Teaching Days: Each Institution enrolling student for the degree/ diploma course shall ensure that the numbers of actual teaching days are not less than 180 in an academic year (90 days in a semester)
- (a) Teaching methods of all the courses shall include one or more methods of teaching from class room Teaching, Assignment, Viva Voce, Lab Work, Seminar, Project Work Summer Training, Field Work, Presentation, Group Discussion etc.
- (b) For better support to the students in conjunction with the traditional approaches, modern approaches based on information and communication technologies for teaching / learning will be adopted, these may include online teaching learning, material availability, webcasting, Podcasting, Online chatting with teachers, Online Discussion forums etc.

**Ordinance No. 4**  
**UNIVERSITY EXAMINATIONS**

**1.0 DEFINITIONS:**

In this Ordinance and in all Ordinances and Regulations laying down conditions for appearing at an examination of the University for a Degree or a Diploma, either generally or for particular examination, unless there is anything repugnant in the subject or context:

- 1.1 "Regular candidate" means a person, who has attended a regular course of study in a University Teaching Department, School of Studies or Constituent College and seeks admission to an examination of the University as such.
- 1.2 "Ex-student /Repeater candidate" means a person, who was admitted to an examination as a regular candidate and was not declared successful thereat or was not able to appear in the examination though the admission card was correctly issued to him by the University and seeks admission again to the said examination.
- 1.3 "Non-collegiate candidate" means a person, who seeks admission to an examination of the University otherwise than as a regular candidate or Ex-student/Repeater candidate.
- 1.4 A "regular course of study" means:
  - 1.4.1 In case of Faculties other than the Faculties of Medicine, Dental and Engineering, attend at least seventy five percent of lectures and practical separately have been conducted.
  - 1.4.2 In case of the Faculties of Medicine and Dentistry, attendance of at least seventy five percent of lectures and eighty five percent of practical and clinical separately.
  - 1.4.3 In case of the Faculty of Engineering and Pharmacy, attendance at least eighty five percent of lectures and practical/sessional work separately in a University Teaching Department, Schools of Studies, or College in each subject, which a candidate intends to offer for an examination.
  - 1.4.4 "Forwarding officer" means:
    - 1.4.4.1 In case of an ex-student candidate, the Principal of the college/HOD, where the candidate had prosecuted a regular course of study.

## **2.0 ADMISSION OF A REGULAR CANDIDATE TO AN EXAMINATION OF THE UNIVERSITY:**

- 2.1** No regular candidate shall be admitted to an examination of the University unless he/she:
- 2.1.1** Has been enrolled as a student of the University.
  - 2.1.2** Possesses the minimum academic qualification for admission to the examination to which he seeks admission and has prosecuted a regular course of study for that examination.
- 2.2** Where a candidate offers an additional/optional subject for an examination in accordance with the provisions of the Ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject.
- 2.3** In computing the attendance for fulfillment of the condition regarding persuasion of regular course of study;
- 2.3.1** Attendance at lectures delivered and practical/clinical/sessional, if any held during the academic session shall be counted.
  - 2.3.2** Attendance shall be calculated from the date of commencement of course.
  - 2.3.3** Attendance kept by a regular candidate in a higher class shall be counted towards percentage of attendance for the examination of the lower class to which he may revert as a result of his failure to pass in the second/supplementary examination.
  - 2.3.4** Attendance at N.C.C./N.S.S Camp during the session shall be taken as full attendance at Lectures/Practical on each day of camp and the days of journey to such camp.
  - 2.3.5** Participation as a member of a University/College team in any Inter - University or Inter -Collegiate competition shall be taken as full attendance on the days of such competition and the days of journey for participation therein.
- 2.4** The aggregate number of lectures delivered and practical/ clinical/ sessional held in an academic session in a University Teaching Department, School of Studies or

College for a Post-graduate degree examination in the Faculties of Arts, Social Science, Life Science, Home Science and Commerce and for LL.B. Examinations shall not be less than 180/90 where semester system is being followed.

- 2.5 For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding ten percent of the total number of lectures delivered and practical/clinical/sessional held in each subject may be condoned by the Vice Chancellor.
- 2.6 Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the Controller of Examination.
- 2.6.1 Submit an application for admission to the examination in the prescribed form through the Principal of the College/Head of the University Teaching Department or School of Studies indicating the subject or subject in which he desires to present himself for the examination.
- 2.6.2 Pay along with the application, the fee prescribed for the examination concerned together with a fee for the supply of marks obtained by him/her in each paper at the examination. Application submitted by regular candidates together with the examination fee and marks fee shall be forwarded by the Head of Institutions, so as to reach the Controller of Examinations on or before the last date prescribed for the purpose by the University.
- 2.7 In case of each application, the Head of the Institutions, shall certify that the candidate;
- 2.7.1 Possesses the minimum academic qualification as prescribed by Regulatory Body, for appearing at the examination to which he seeks admission.
- 2.7.2 Is a good conduct. The Principal of the Institutions, concerned shall send to the Controller of Examinations at least three weeks before the commencement of the examination concerned three separate lists as detailed below :-



**2.8 List A : These candidates who have full filled the minimum criteria of prescribed attendance**

**2.8.1 List B:** Of those candidates, whose attendance is short by not more than 10 percent for condonation by the Vice Chancellor, the Principal of the Institutions concerned are required to give specific reasons or condonation of shortage along with their recommendation.

**2.8.2 List C:** of those candidates, whose shortage of attendance exceeds 10 percent and who are to be debarred from appearing at the Examination.

The Head of the Institutions may detain a regular candidate from taking an examination if he does not pay out standing college dues, or does not return the college property and all the articles and uniforms issued to him for Spots or N.C.C. or N.S.S. or does not pay the cost thereof in case of loss, by one month preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission of his application form to the Registrar for admission to the examination and the date of the commencement of the examination.

**3.0 ADMISSION OF AN EX-STUDENT CANDIDATE TO EXAMINATIONS OF THE UNIVERSITY:**

**3.1** No ex-student /repeater candidate shall be admitted to an examination of the University unless he/she submits with his/her application for appearing in the examination:

**3.1.1** The statement of marks (in original) obtained by him/her at the said examination issued by the University together with an attested copy thereof, or

**3.1.2** In case he was duly admitted to the said examination as a regular candidate but could not appear thereat, a certificate from the Principal of the College last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate.

**3.2 No person shall be admitted as an ex-student.**

**3.2.1 At any examination in the Faculty of Medicine or Dentistry.**

**3.2.2 At any examination in the Faculty of Engineering if he has failed to secure the minimum marks required for passing in the sessional.**

**3.2.3 In case of ex-student the norms of Statutory Bodies will always be followed.**

**3.3 An ex-student candidate for an examination shall:**

**3.3.1 Submit through the Head of the Institution, where he had pursued a regular course of study, an application for admission to the examination in the prescribed form on or before the last date notified by the University and specify there in.**

**3.3.1.1 Whether he/she is a candidate for the full examination or for supplementary examination.**

**3.3.1.2 The subject or subjects in which he/she desires to present himself/herself for the examination.**

**3.3.2 Submit with his application evidence or having been admitted to the examination earlier as required in paragraph 3 (1) above.**

**3.3.3 Attach with his application for admission to the examination, his/her latest passport size photograph duly attested by the forwarding Officer.**

**3.3.4 Pay the fee prescribed for the examination together with the additional fee of Rs. 100/- per paper of the examination. Fees shall be paid through crossed Bank Draft in favor of the Registrar of Malwanchal University Indore or any other manner prescribed by the Malwanchal University.**

**3.4 An ex-student/repeater candidate shall offer the subjects or optional papers which he/she had previously offered as a regular candidate unless on account of a change in the scheme of examination the subject/paper offered by him earlier ceases to be a part of the scheme of examination or syllabus for the examination and he is permitted by the University to offer instead a different subject or paper,**

- 3.5 An ex-student/repeater candidate will be required to appear in the examination in accordance with syllabus specifying the scope of studies in different subjects in force in the University.
- 3.6 Every ex-student/repeater candidate shall appear at the examination center at which the regular candidates from the college in which he had perused a regular course of study shall be appearing. Provided that, the Registrar may, for sufficient reasons, require or allow a candidate to change his/her Examination Center.
- 3.7 In the event of change of Regulations, scheme and contents in the Courses and introductions of Revised schemes, the old Regulations shall continue for two academic years or four University Examinations.
- 3.8 The students of old scheme will be permitted to appear in the University Examinations for next two academic years or four University Examinations to complete the respective subjects, failing which the students shall come under the new scheme.

#### 4.0 GENERAL CONDITIONS APPLICABLE TO ALL CANDIDATES

- 4.1 No candidate shall appear in more than one degree examination or in more than one subject for the Master's Degree (Previous or Final) in one and the same Academic Year.
- 4.2 A candidate who has passed the Bachelor's Degree Part I, or Part II Examination or the previous examination for a Master's Degree of another University may, with the permission of the Vice Chancellor be admitted to the next higher examination of the University for the Degree concerned provided the course offered by the candidate at such other University is equivalent to the course of the University for the Corresponding Examination.
- 4.3 No person who has been expelled or rusticated from any college or University or has been debarred from appearing at a University Examination shall be admitted to any examination during the period for which the sentence is in operation.
- 4.4 The Controller of Examination shall issue an admission card in favor of a candidate if;

- 4.4.1 The application of the candidate is complete in all particulars in accordance with the provisions applicable to him/her and in order.
- 4.4.2 The candidate is eligible for admission to examination,
- 4.4.3 The fees as prescribed has been paid by the candidate.
- 4.5 Where the practical examination is held earlier than the examination in theory paper, a candidate shall not be treated as admitted to the examination until he/she is issued an admission card for appearing in the examination.
- 4.6 The admission card issued in favour of a candidate and also the permission given to non-collegiate candidate to appear at an examination may be withdrawn if it is found that:
- 4.6.1 The admission card was issued or permission was given through mistake and the candidate was not eligible to appear in the examination.
- 4.6.2 Any of the particulars given or documents submitted by the candidate in or with the application for enrollment, admission to a Institution or admission to an examination is false or incorrect.
- 4.7 The Registrar may, if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of a further fee of Rs. 100/-. Such card shall show at a prominent place the word "Duplicate".
- 4.8 A candidate shall not be admitted into the Examination hall unless he/she produces the admission card before the Superintendent of the Examination Center or the invigilator or satisfies such Officers that it shall be produced. A candidate shall produce his/her admission card whenever required by the Superintendent or the invigilator.
- 4.9 In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the Center and he/she shall obey his/her instructions. In the event of a candidate disobeying the instructions of the Superintendent or his/her in disciplined conduct or insolent behaviour towards the Superintendent or any invigilator, the candidate

may be excluded from the day of examination and if he/she persists in misbehaviour he may be excluded from the rest of the examination by the Superintendent of the Center.

4.10 If a candidate brings any dangerous weapon within the precincts of the examination center he may be expelled from the center and/or handed over to the Police by the Superintendent.

4.11 A candidate expelled on the any of the grounds mentioned above will not be allowed to appear in the subsequent papers.

4.12 In every case where action is taken by the Superintendent, a full report shall be sent to the University and the Board of Management may according to the gravity of the offence, further punish a candidate by canceling his/her examination and/or debarring him from appearing at the examinations of the University for one or more years after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.

4.13 i. If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying book or notes or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall material connected with the examination or in any other manner whatsoever, the Board or the Committee on use of unfair means appointed for the purpose by the Board may cancel his examination and also debar him from appearing at the examination of the University for one or more years according to the nature of the offence.

ii. The Board of Management may cancel the examination of a candidate and /or debar him/ from appearing at an examination of the University for one or more years. If it is discovered after words that the candidate was in any manner guilty of misconduct in connection with his/her examination and/or was instrumental in or had abetted the tempering of University records including the answer - books, mark sheets, result- charts, diplomas and the like.

iii. The Board may cancel the examination of a candidate and/or debar him/her from appearing in the examination of the Vishwavidyalaya for one or more years, if it is discovered afterwards that the candidate had obtained admission to the examination by misrepresenting facts or by submitting false or forged

certificate documents.

- iv. When the University intends to award any of the aforesaid penalties under clause (i), (ii) or (iii) above it shall give the candidate concerned an opportunity to show cause in writing within fifteen days of the issue of such "show cause" letter as to why the proposed penalty may not be imposed on him and shall consider the explanation, if any, if filed within the specified time before awarding the penalty.

4.14 A candidate, who due to sickness or other cause, is unable to present himself/herself at an examination, shall not receive a refund of his fee. Provided that, the Vice Chancellor may in a case in which he is satisfied about the genuineness, or merit of it, order for adjustment of the following portion of the fee towards the immediately next examination.

4.14.1 Examination Fee after deduction of 50%.

4.14.2 Full Fee for statement of marks.

Others fees paid by the candidate shall lapse to the University. Application for such adjustment from a candidate accompanied by a Medical Certificate of illness, if applicable, must be sent so as to reach the Registrar not earlier than 15 days and not later than 30 days from the date of commencement of the examination at which the candidate was to appear.

Provided however, that a candidate shall not be entitled to the adjustment of examination fee mentioned in the foregoing paragraph if he/she changes the Faculty or his/her subject in case of Post-graduate examination.

4.15 The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.

4.16 A candidate whose result has been declared may apply to the Registrar in the prescribed form within ten days of the declaration of his result for the revaluation of any of his answer books provided that, no candidate shall be allowed to have more than two answer-books revalued provided also that, no revaluation shall be allowed in case of scripts of practical, field work, sessional work test and thesis submitted in lieu of a paper at the examination.

Note : There shall be provision for re-totaling and revaluation of written

**papers in the University Examination in Under Graduate Courses only.**

- 4.17 A candidate, who has passed any Final Degree Examination may, after the declaration of his result and before the date of the next convocation apply to the Registrar for a Provisional Certificate of passing the examination of the University. Such application shall be accompanied by a fee of Rs. 200/-
- 4.18 No Person, who is under sentence of expulsion or rustication from an Institution, and is debarred from appearing at an examination of the University for any period of time, shall be granted a Migration Certificate during the period for which the sentence is in operation.
- 4.19 Duplicate of University Degree/Diplomas Certificates shall not be granted except in cases in which the Vice Chancellor is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force, that the applicant has real need for a duplicate. In such cases, a duplicate of the Degree/Diploma may be granted on receipt of fee of Rs. 500/-
- 4.20 The names of first 10% to a maximum of ten successful candidates in each regular who obtain first division in first attempt examination, other than second full examination, who obtain First Division shall be declared in Order of Merit for each class/subject as the case may be.
- 4.21 Notwithstanding anything contained in the concerned Ordinance, an examinee who fails by a total of not more than three marks in not more than two subject in any of the examinations, except where it is held on a Semester basis, but secures more than the minimum aggregate marks required to pass shall be given three grace marks to enable him to pass the examination. However, the provision of grace marks as given by Statutory Bodies will always be adhered to.
- 4.22 The Vice Chancellor may award one grace mark in case the candidate is failing by one mark or missing a Distinction/Division by one mark. Where the deficiency is not condoned, one mark shall nowhere be added. Provide that, the benefit under this paragraph shall not be allowed to enable a candidate to get the benefit under paragraph 4.20.
- 4.23 The scope of studies in different subjects for an examination shall be as prescribed by the University from time to time and printed in the prospectus for the examination concerned.

- 4.24 There shall be a second full examination as far as possible in August/September every year for candidates, who have failed earlier or having been admitted to the examination were unable to appear in the BA, B.Sc, B.Sc. (Home Science), B.Com and LL.B, examinations provided the examination concerned is not conducted on a Semester basis. Candidates who are declared eligible to appear at a Supplementary Examination shall also be eligible to appear as supplementary candidates in these examinations. Every candidate desirous of appearing at the Second Examination shall submit an application as indicated in this Ordinance with the requisite fees. The results of candidates appearing in the Second Examination shall be declared in accordance with the provisions of the Ordinances.
- 4.25 Such candidates as are eligible to appear in the Second Examination may be provisionally admitted to the next higher class in an Institution and their attendance in the higher class shall be counted in cases they are declared successful at the Second Examination. If the candidate fails at the Examination, the admission to the higher class shall be cancelled and the candidate shall revert to the lower class.
- 4.26 The following shall be eligible to appear at the Supplementary Examination.
- 4.26.1 Candidates who have failed at the BA, B.Sc, B.Sc (Home Science) or B. Com examination in not more than one subject or group as the case may be.
- 4.26.2 Candidates for examinations other than those enumerated in (a) above, who are declared eligible to appear at a Supplementary Examination in accordance with the provisions of the respective examination Ordinance.
- 4.27 In the case of a subject for Supplementary Examination in which there is also a practical test, candidate shall be required to appear in the written papers only if he has passed at the main examination in the practical test and in practical only if he has passed in the written papers. A candidate who has failed both, in written paper and practical test shall be examined in both the parts of the subject.
- 4.28 Except when provided otherwise in the Ordinance or the Regulation concerned, candidate who has been declared eligible for a Supplementary Examination may appear as a Supplementary Examination Candidate in the two examinations immediately following the examination in which he was declare to be so eligible and thereafter he shall be required to appear in all



the papers at the next examination.

- 4.29 A candidate appearing in the Supplementary Examination shall be declared to have passed the examination if he secures the minimum pass marks in the subject or group as the case may be, except when provided otherwise in the examination Ordinance concerned. Such a candidate shall be deemed to have obtained only the minimum passing marks in the subject or group as the case may be and such minimum passing marks shall be taken into account in determining the division at the examination.
- 4.30 Members (other than local members) of the Authorities, Bodies and Committees of the University, Moderators, Examiners Inspectors etc. appointed to inspect colleges or Centers of Examination shall be paid traveling allowance and daily allowance for attending meetings or for journeys connected with examinations or the affairs (other than Convocation) of the University, at the rates and subject to the conditions, being paid to other Authorities, Officers, Teachers and employees of the University from time to time as prescribed in the Ordinances/Rules.

**Ordinance No. 5****CONDUCT OF UNIVERSITY EXAMINATIONS.****1.0 GENERAL**

- 1.1 Controller of Examinations (COE) shall be principal authority of the University, bestowed with the full responsibilities of arranging and conducting the university examinations, fair and free from any malpractice and within the prescribed time schedule.
- 1.2 All arrangements for the conduct of examinations to be held by the University shall be made by the Controller of Examination, in accordance with Rules and regulations framed by the University from time to time.
- 1.3 He/She shall prepare the examination schedules of all the courses for the whole academic year in advance as per the guidelines set by Board of Studies and Academic Council.
- 1.4 He/ She shall be responsible for maintaining total Confidentiality in the discharge of duties by himself/herself and their staff.
- 1.5 He/ She shall take utmost care to complete the task of conducting the examination and declaration of results within stipulated time frame work.
- 1.6 Process of Conduct of Examination for each course shall commence at least three months before the schedule date.

**2.0 EXAMINATION CENTERS AND MANPOWER**

- 2.1 Controller of Examinations in consultation with the Registrar shall identify centers to conduct the University, Theory, Practical/ Clinical examinations in various Institutions for different courses and obtain VC's approval.
- 2.2 The examination centers for Theory examinations shall have adequate space and furniture for making arrangement for seating students allotted to the center.

- 2.3 The examination center for theory examination shall have provision of Secured room to store examination material, Toilets and drinking water facility in proximity of examination hall/halls.
- 2.4 The practical/ Clinical examinations shall preferably held in the respective departments of the Institutions.
- 2.5 Each constituent Institution is expected to make provision for minimum required infrastructure for conduction of University examinations.
- 2.6 The Controller of Examinations shall appoint the manpower required to conduct theory, Practical/ Clinical examinations in various center.
- 2.7 The persons whose relative is appearing for the examination, shall no be assigned any responsibility of that examination or that Center.
- 2.8 The Controller of Examination with the approval of Vice-Chancellor may cancel an examination at all centers if it is satisfied that there has been a leakage of question paper/s or any other irregularity that warrants such a step.
- 2.9 The University may change the examination center of the examinee/ examinees irrespective of Institution to which they belong anytime it deems proper without assigning any reason.
- 2.10 The Controller of Examination may, on the recommendation of the Chief Superintendent, appoint a writer to write down dictation pertaining to answer to questions at the examination on behalf of an examinee, who is unable to write himself/herself on account of temporally handicapped(who should be in possession of Medical Certificate issued by Competent Authority) provided that such a writer shall be a man/woman possessing qualification of at least two class examination lower than the examinee concerned.
- 2.11 The Controller of Examination may issue such general instructions for the guidance of the Examiners, Center Superintendents, Tabulators, Collators, Moderators, as it considers necessary for the proper discharge of their duties.
- 2.12 Subject to the provisions of this Ordinance, the Board of Management may from time to time make, alter or modify rules and procedure about the conduct of examinations in consultation with the Academic bodies.

- 2.13 Any person who is entrusted with the examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examination, printing of question papers and answer books, tabulation and preparation of marks cards and all such activities incidental thereto and connected therewith, shall discharge such duties prudently and with utmost integrity for attainment of the academic standards.
- 2.14 If any of their relatives are appearing in the examinations where they are posted, shall report the matter in writing to the Chief Superintendent before accepting the responsibility. Failure to disclose such matter will be viewed as an act of gross misconduct.
- 2.15 If any person who has been allotted the examination work is found guilty of breach of duties or is involved in any misbehavior, shall be liable for punishment and/or with a fine equivalent to any loss suffered by the University/College due to the breach of duty or misbehavior.
- 2.16 Whoever instigates or abets the commission of acts mentioned above shall also be liable for the same action as provided for the person who acts in the manner.
- 2.17 The Controller, may from time to time appoint flying Squad to see that the conduct of the Examination is strictly according to the rules and procedure laid down, free from malpractice.
- 2.18 The squad may consist of two officers, not below the rank of Professors and shall be drawn from other Institutions in the University.
- 2.19 The squad shall record in writing, the malpractice, deficiencies, if any and obtain signature of Chief Superintendent before sending the report to the Controller for further action.
- 2.20 If the report alleges very serious breach of rules, the University may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the center, and if any such action is taken, a report of the action taken shall be made to the Board of Management at its next meeting.
- 2.21 Controller of Examinations shall appoint the Chief Superintendent of the Center (in normal course-Head of the Institution) at each center for the purpose of conducting Theory Practical / Clinical examinations.

## 2.22 Authorized Manpower required to conduct the theory examinations.

- 2.22.1 The Chief Superintendent for each center.
- 2.22.2 Superintendent for the center.
- 2.22.3 Chief Invigilator for each hall / room.
- 2.22.4 Invigilators- One invigilator for every 20 students.
- 2.22.5 Supporting staff.
- 2.22.6 Examination clerk to prepare the data, stationery, and attendance Sheets, packing material etc
- 2.22.7 Clerk to help in sorting, packing and sealing of packets of answer books,
- 2.22.8 Water boys/ women - one each in Hall/ room.

2.23 Chief Superintendent shall appoint the personnel mentioned under 2.22.2 to 2.22.4 in the above list from among the teaching faculty. Care shall be taken to avoid teachers from the specialty of subject of examination and relatives of the examinees. Copy of appointment order shall be communicated to the Controller of Examinations.

2.24 Chief Superintendent shall appoint the personnel mentioned under 2.22.5 in the above list from among the non-teaching staff.

2.25 Persons not assigned any examination duty, shall neither involve themselves nor interfere in any part of examinations. Such act will be viewed as breach of conduct rules.

2.26 Authorized Manpower required to conduct Practical/clinical examinations.

2.26.1 The chief superintendent for each center.

2.26.2 Internal and external examiners.(appointed by the Controller).

2.26.3 Not more than two expert assistants from among the teaching staff in each subject to help in organizing, marking attendance, etc as required by the examiners. The expert assistant shall neither interfere in the actual examination process nor valuation of any part of assignments and awarding of marks.

2.26.4 One technical assistant (Staff nurse in case of clinical examinations) to Organize patients, material and instruments.

2.26.5 Not more than two attenders

2.27 Duties and Responsibilities of Chief Superintendent

- 2.27.1 Chief Superintendent shall be Head the center to conduct the Theory/ practical/ clinical examinations in proper, peaceful and fair manner as per the rules stipulated by the University.
- 2.27.2 He / She shall be responsible and custodian of the Seal of the Institution.
- 2.27.3 He / She shall be responsible and custodian of all the related confidential documents including question papers, answer books, marks sheets, blank pro forma etc.
- 2.27.4 He/she is authorized to appoint the personnel as mentioned in Section 2.22.2 to 2.22.5.
- 2.27.5 He/she shall oversee the proper seating arrangement for the examinee candidates. Minimum of 3 ft distance shall be maintained between two candidates on either side.
- 2.27.6 He / she shall arrange to physically check the Examination Hall / room before commencement of examination for any hidden books and writing material.
- 2.27.7 He / she shall be responsible for arrangement and ensure the attendance of personal assigned the duties on the particular day.
- 2.27.8 He/she shall ensure proper timely distribution of Answer books- and question papers, to the examinees in each hall/room.
- 2.27.9 He/ She shall ensure that the answer books collected from the students are arranged in proper order and sealed in tamper proof bags.

- 2.27.10 He / She shall be responsible for return of these bundles to Controller at the earliest, preferably on the same day.
- 2.27.11 He / She shall ensure that the practical / clinical examinations are held in fair as per the stipulations and within prescribed time.
- 2.27.12 He / She shall ensure that the stationery including answer books, mark award sheets for practical / clinical examinations are provided to the internal examiner.
- 2.27.13 He / She shall ensure that the answer sheets of practical/clinical examinations arranged in order and sealed in tamper proof bags.
- 2.27.14 He / She shall arrange to send the mark award lists after the examination to the controller at the earliest, preferably same day.
- 2.27.15 He / she shall ensure that no person other than persons on duty shall enter the hall/room. Even the teachers of concerned subject shall not be allowed.
- 2.27.16 The Superintendent shall, wherever necessary, send a confidential Report to the Controller of Examination about the conduct of examination, mentioning there in the performance of the Invigilators and the general behavior of the examinees.
- 2.27.17 He/ She will send a daily report on the number of examinees attending each of the examinations, absentee numbers & such other information relating to the examination being held at the Center as maybe considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the University.
- 2.27.18 He/She shall also be responsible for maintenance and submission, to the Controller of Examination of the University, the account of advance of money, if received, and expenditure incurred in connection with the conduct of the examinations.
- 2.27.19 The Center Superintendent shall have the power to expel an examinee from Examination/s on subsequent days, on any of the following grounds: - ००.०.०.०.

2.27.19.1 That the examinee created a nuisance or serious disturbance at the examination center.

2.27.19.2 That the examinee showed a seriously aggressive attitude towards an Invigilator or a member of the staff entrusted with the examination work.

2.27.19.3 If, necessary, the Superintendent may get Police assistance. Where a candidate is expelled, the Controller of Examination shall be informed immediately.

2.27.20 Unless otherwise directed, only teachers of the Institution shall be appointed as Invigilators by the Center Superintendent, provided that a teacher of the subject of the written examination shall not be an Invigilator at such session of the examination.

2.27.21 It will be the duty of the Center Superintendent to ensure that an examinee is the same person, who had filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the form.

## 2.28. Duties and Responsibilities of Superintendent.

2.28.1 Shall carry out the tasks as assigned by the Chief Superintendent.

2.28.2 He / she shall co-ordinate and compliment in the discharge of duty of the Chief Superintendent in conduction of examinations in fair manner as per prescribed stipulations and free from any malpractice.

## 2.29 Duties and Responsibilities of Chief Invigilator


2.29.1 He / she shall be overall responsible for disciplined and fair conduction of examinations in his/her hall/ room.

2.29.2 He / she shall ensure that examinees occupy their allotted seats within the stipulated time.

2.29.3 He / she shall make announcement drawing attention of students to check their pockets, clothing and desks for presence of any writing



material. Such material if any, shall be collected before commencement of examination.

- 2.29.4 He/She shall ensure that No student carries with him/her any prohibited material like Mobile phones, I pods, lap tops, palm discs, etc. Calculators shall not be permitted unless permitted by the examination protocol.
- 2.29.5 He / she shall ensure smooth and quick distribution of Answer books and question papers according to prescribed guidelines
- 2.29.6 He / she shall ensure that the examinees do not talk either with other students or with invigilator.
- 2.29.7 He / she shall ensure that no examinee enters the hall or room after 30 minutes and no examinee leaves before end of stipulated 30 minutes from commencement.
- 2.29.8 He / she shall permit the examinee to leave the hall after 30 minutes only, if the examinee do not wish to continue writing. However their answer book and question paper shall be retained.
- 2.29.9 He / she may permit the student for attending nature calls once for not more than 5 minutes.
- 2.29.10 He / she shall ensure supply of drinking water within the hall/room.
- 2.29.11 He / she shall keep on making rounds in the examination hall/room and ensure that the invigilators also do the rounds regularly to keep watch on copying / malpractice.
- 2.29.12 He / she shall ensure that the candidates fill up the first page properly and additional sheets are tagged securely.
- 2.29.13 He / she shall ensure that students sign in attendance sheets and entries of number of additional sheets issued to the examinees are entered against their respective names. Proper account of additional answer sheets shall be maintained. Unused additional answer books and main answer books of absentee students shall be handed over to the Chief Superintendent.
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2.29.14 He/ she shall be responsible for collection and arrangement of answer books in serial order after completion of examination, which shall then be handed over to the Chief Superintendent.

2.29.15 In cases of copying or malpractice, he / she shall ensure that proper recording and action as stipulated under the section of Malpractice given in the subsequent paras are followed to.

2.29.16 He / She shall follow any other guidelines issued by the Chief Superintendent from time to time.

### 2.30 Examiners

2.30.1 There shall be two categories of examiners Internal and External.

2.30.2 Internal Examiner shall be a full time faculty member working in Constituent Institutions of the Malwanchal University.

2.30.3 External Examiner shall a full time teaching faculty from Universities other than the Malwanchal University.

2.30.4 Both Internal and External examiners shall posses the minimum qualification and experience as prescribed by the respective Regulatory Bodies.

### 2.31 Panel of Examiners

2.31.1 The Controller shall arrange to get the panel of both Internal and External Examiners for UG and PG courses prepared by respective Board of Studies. There shall be a minimum of 15 examiners in external panel in each subject. Such panels can be reviewed each year by additions and deletions as required.

2.31.2 Controller of Examinations shall get the list of panel of examiners approved by the VC.

2.31.3. Controller shall short list the names of examiners for practical/ clinical examinations in the respective subjects for each examination 30 days in advance to facilitate the fixing of examination dates.

2.31.4 Such panel also shall be approved by Vice Chancellor.

### 2.32 Theory Question Papers

2.32.1 The process of procuring Question papers for theory examinations shall be initiated 6 months in advance.

2.32.2 Controller shall short list three names from the panel of External examiners as paper setters for setting of Theory question paper.

2.32.3 He /She shall get two full question papers from above three papers setters.

2.32.4 He / She shall supply syllabus, scheme of question and marks and Acceptance and Declaration forms to the examiner. Acceptance and Declaration shall be obtained in a form to the effect that the examiner is ready to accept the examiner ship as paper setter as well as declare commitment to maintain Confidentiality. He / She also certify whether any of relatives (Blood) are appearing for the examination or not.

2.32.5 He / She Shall make arrangement to procure adequate Number (Three Minimum) of sets of question papers 6 months in advance of commencement of each examination to maintain availability of adequate number sets of question papers as reserve.

### 2.33 Scrutiny and Moderation of Theory Question papers

2.33.1 Controller of Examination shall nominate one Examiner from the panel in each subject as Moderator and get it approved by Vice Chancellor.

2.33.2. He / She shall get the question papers scrutinized by the respective Moderator in confidential room either in the presence of himself /herself or his/her authorized nominee.

2.33.3 The responsibility of Moderator is to scrutinize the question paper of his / her subject.

2.33.4 Moderators shall not carry personal bags/ briefs, and any writing materials while entering the room of moderation.

- 2.33.5 Moderator can correct the spellings, ensure that framing of questions within the prescribed syllabus ensure proper distribution marks and questions in sections.
- 2.33.6 Moderators shall be authorized to correct spellings and make minor changes. If the questions are found to be repeated, the Moderator can replace one duplicate question with a new question. Questions which are outside the syllabus also shall be replaced by another question.
- 2.33.7 Such changes if any shall be recorded in Confidential Register maintained for such purpose.
- 2.33.8 After completing the scrutiny a fresh copy shall be typed and prepared then and there itself by computer operator of confidential section and both the copies shall be sealed in secure envelope and stored in secure locker in the custody of Controller.
- 2.33.9 Controller shall be in custody of at least six sets of such moderated question papers at a given time. The sets shall be stored securely in safe custody.
- 2.33.10 Account of number of sets with details of Examinations/subjects shall be maintained in the Question paper Register. Status of seal shall be certified by the moderator and controller on the each envelope.
- 2.33.11 One set, preferably from older lot shall be used for each examination.
- 2.33.12 These sets will be replaced by new sets of Question papers from time to time.
- 2.34 Printing of required number of Question papers at the time of Theory Examination.**
- 2.34.1 Printing of question papers in all the subjects of each Examination shall be done 4 to 6 days prior to the commencement of respective Examination.
- 2.34.2 One set of question paper in the subject, preferably from old lot shall be taken out from the safe custody by the Controller himself /herself or in charge functionary, if Controller is on leave.

- 2.34.3 The certificate of status of seal shall be verified and certified again at the time of removal of envelope from the safe custody and the same shall be recorded in the Question paper Register.

**2.35 Printing and safe custody of question papers**

- 2.35.1 The Controller shall arrange, under personal supervision the printing of the required number of question papers based on the number of students appearing in the ensuing examination and additional number of 50 papers.
- 2.35.2 Pack of 10-20 question papers shall be sealed in the pre-labeled envelopes for distribution to the respective Institutions later.
- 2.35.3 All the envelopes shall be stored in the safe custody of the Controller till final distribution to the centers.

**2.36 Answer Books and additional sheets.**

- 2.36.1 Controller shall be responsible for getting printed and stocked all the Stationary, like answer books both for theory and- practical / Clinical examinations required in the process of University examinations.
- 2.36.2 Controller shall arrange to get designed Main Answer books and additional booklets as required to conduct "CODED" system and Not coded system of examination.
- 2.36.3 Such stationary required shall be kept in stock, ready for accounting and distribution to various Institutions to conduct Examinations.
- 2.36.4 Other stationary like, examination application forms, Admit cards, mark award sheets, attendance sheets, daily reports of examinations, Malpractice repots, reports of Vigilance squad etc shall be made readily available in stock in advance.
- 2.36.5 Controller shall be responsible for distribution and proper accounting of stationary in various constituent Institutions.

**2.37 Notification of schedule of registration for the examinations.**

- 2.37.1 The Controller shall notify the time table schedule and also schedule of registration of eligible candidates in prescribed form along with the prescribed fee after due approval from VC. The notification shall contain last date for registration without and with late fee.
- 2.37.2 The H.O.I, shall collect duly filled forms and admit card along with fee before the due date. Consolidated amount collected shall be paid to the University account within 3 days, after the due date.
- 2.37.3 The Head of the Institution shall prepare a consolidated list of all the students registered, in alphabetical order with the details of subjects in following 3 separate categories as per eligibility forward them to the Controller within three days of due date.
- 2.37.3.1 List A - The list shall contain all the eligible candidates with attendance of 75% and above 75%.
- 2.37.3.2 List B - The list shall contain the candidate's attendance of 65% and below 75%. Such students may submit documents in support of valid reasons for shortage. The Vice Chancellor may consider condonation of shortage of attendance, if he/she is convinced that the reasons of shortage are genuine and condonable. The candidates whose shortage is condoned shall be permitted to appear in the examinations.
- 2.37.3.3 List C - The list shall contain the candidates with attendance of less than 65%. Such Candidates shall not be permitted to appear in the examinations.
- 2.37.3.4 Controller shall be responsible to scrutinize the forms as per criteria of eligibility before issuing Admit cards.
- 2.37.3.5 Admit cards of the eligible candidates with the signature of Controller shall be sent to the respective Institutions for distributions not later, then 7 days before the commencement of examinations,

## 2.38. Malpractices and Unfair Means

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- 23.8.1 Malpractices and unfair means in examinations are grouped in different categories, depending on the nature of offence and groupings may help in determining the quantum of penalty.
- 2.38.2 Group A- Talking and consulting with others in examination hall/room, Such candidates shall be warned to behave properly and the candidate shall be expelled from examination hall repetition of the offence and report the matter the Chief Superintendent.
- 2.38.3 Group B- Creation of a nuisance or serious disturbance at the examination center and showed serious aggressive attitude towards invigilator or member of staff entrusted with examination work. Such candidate shall be expelled and debarred from writing the examination in one or more papers, by the Chief Superintendent. Controller shall be informed of offence and action taken in writing.
- 2.38.4 Group C- Revealing the personal identity in the answer book, by writing name, initials, religious marks, registration number in other places than earmarked for the purpose, using pressure while writing registration number to create impression on next page, notes to the examiners, and inserting sheets or papers, tearing of papers, and damaging the answer book.
- 2.38.5 Group D- Indulging in malpractice and unfair means like copying and possessing of weapons in the hall/room. Such candidates may be booked for malpractice and the matter may be reported to the Controller for further enquiry and action.

### 2.39 Procedure to book malpractice/ copy cases.

- 2.39.1 If any student is found to possess any written slips, papers, books, printed matter, any written matter on admit card, or on any part of body, or answer sheets of other students, he/she shall be booked for indulging in unfair means and malpractice.
- 2.39.2 If the answer sheet of any other student is found in possession of offender, both the students shall be booked for malpractice.

2.39.3 He / She shall be made to stop writing further, and the place all the material on the desk. Inform the Chief Superintendent about the case.

2.39.4 The Chief Invigilator shall instruct the student to give written statement on his/or action on paper. The statement shall include number and nature of material in possession and whether he/she has copied from the same.

2.39.5 The candidate shall not be allowed to continue in the examination. However he/she may be permitted to write remaining papers on subsequent days.

2.39.6 The answer books, material found in possession, and the written statement shall be sealed in separate envelop and handed over to the Chief Superintendent for onward transmission to the Controller.

**2.40 Enquiry on such malpractice cases falling in Group D and other Serious offences.**

2.40.1 Controller with prior approval of VC, shall constitute a enquiry committee, consisting of 2-3 senior faculty members, for the purpose to conduct enquiry within the prescribed time framework.

2.40.2 Enquiry committee may summon the offender student, invigilators and others who are witness to the incident and wish to record their statement.

2.40.3 While deciding on gravity of malpractice and quantum of penalty the enquiry committee shall examine whether the student has used the material to copy in his/her answers. If so, how much?

2.40.4 Gravity and nature of Malpractice shall be decided by the committee and may recommend the penalty.

2.40.5 If found guilty of charges by the enquiry committee, penalty shall be decided by the VC. In general penalty may include

2.40.5.1 Penalty recommended by the committee.



2.40.5.2 Cancellation of all the papers in the examinations.

2.40.5.3 Debar from appearing in examination for 2 years.

2.40.5.4 Any other as deemed fit by the VC.

#### **2.41 Coding and Decoding**

2.41.1 Controller shall appoint Coders from among the teaching staff of the University, on temporary basis as and when required to code the theory papers.

2.41.2 Controller shall arrange to code the answer books received from the Chief Superintendents of various centers to maintain the secrecy of Identity of the examinee.

2.41.3. The coder shall make bundles containing 40 answer books, one question paper and mark award sheets in each sealed bundle for valuation.

2.41.3 The coder shall arrange answer books in bundles as required in the subject/course.

2.41.4 The sealed bundles shall be sent to the Chief Superintendents of respective centers well before commencement of practical/clinical examinations for valuation by the authorized examiner/examiners.

2.41.5 Chief Superintendents of centers shall get the answer books valued by the examiners in a common center earmarked for confidential work like valuation of theory papers.

2.41.6 The Chief Superintendents shall arrange to send the valued answer books in sealed bundles and their marks award list in separate sealed envelop to the controller.

2.41.7 Coder then shall decode the codes to registration numbers in mark award list for compiling and computing the results.

#### **2.42 Tabulations and Preparation of results**

- 2.42.1 The Controller shall arrange to compile results in computer section by compiling the marks awarded in various sections of examination, like internal assessment marks, written, VIVA, and practical/clinical examinations.
- 2.42.2 Controller shall furnish the detailed scheme of examination in various subjects including maximum and minimum pass marks in sections, grace marks and marks to declare pass/ first/ Distinctions etc to the central computer section.
- 2.42.3 Central computer section shall prepare the results based on all the parameters furnished by Controller.
- 2.42.4 Controller shall nominate 2 senior teaching faculty in the course to scrutinize and approve the Result as per the stipulated regulations.
- 2.42.5 Controller shall declare and upload the result on website after due approval of VC. He/She shall send a copy of result sheet to the respective Institution.
- 2.42.6 Controller shall also arrange for printing and lamination of mark cards of individual students and send the same to the respective Institutions.

#### **2.43 Re totaling and revaluation of written papers**

- 2.43.1 Provision of system of re totaling and revaluation is available for written papers in UG courses only. The provision is not available in Practical or Clinical and VIVA examination.
- 2.43.2 Students who wish to apply for re totaling and/ or Revaluation in one or more subjects shall apply for the same in prescribed form along with prescribed fee within 7 days from the date of declaration of results,
- 2.43.3 Students who have failed can apply for re totaling and/or revaluation.
- 2.43.4 Students who have passed the examination can also apply for re totaling and/or revaluation for any revision and improvement in their marks / class. However their original marks and result become VOID and will be replaced by new marks and result after revaluation.

- 2.43.5 All the applications shall be submitted to the office of controller along with Demand draft of prescribed fee.
- 2.43.6 Office of the controller shall complete the process of re totaling and Revaluation within one month from the last date of receipt of applications.
- 2.43.7 Controller shall notify the time and dates of re totaling to enable the students to attend the same.
- 2.43.8 Student shall be made to view the answer books individually and totaling shall be done by the University official in the presence of candidate. Old and new marks shall be entered on the marks sheet prepared for the candidates who have applied for re totaling. Signature of students shall be obtained. Results shall be modified, if the total is found different in re totaling.
- 2.43.9 Answer books for revaluation shall be coded again and marks entered in the answer books shall be hidden/ covered with opaque tape.
- 2.43.10 Revaluation of answer books shall be done by two external examiners other than original valuer.
- 2.43.11 Revaluation shall be arranged by deputing University official in person or by sending the paper in secured and sealed envelope by courier.
- 2.43.12 The average of marks obtained in revaluation by two examiners, if is more than 10% of marks secured by the candidate earlier, then only shall be taken for recasting the results.
- 2.42.13 If the average marks obtained in revaluation by two examiners, is more than 20% of marks secured by the candidate earlier, then shall be revaluated by the third examiner, for recasting the results.
- 2.43.14 Fresh results of all the students who have applied, shall be recomputed and notified by the controller after due approval by Vice Chancellor and revised mark sheet will be issued.

**Ordinance No. 6****FEES OF EXAMINATION & RATES OF OTHER FEES FOR VARIOUS SERVICES TO BE CHARGED BY THE UNIVERSITY**

1. The examination fees & rates of other fees, approved by the Finance Committee reviewed by M.P. Private University Regulatory Commission shall be payable by the students of the University Departments/Constituent Units for various examinations & other services.
2. A student, who due to sickness or otherwise is unable to present himself at an examination, shall not be entitled to receive a refund of his fee. Provided the VC, if he is satisfied about the genuineness, or merit of it, may order for adjustment of fee towards the immediate next examination.
3. Application for such adjustment from a candidate shall be accompanied by a Medical Certificate of illness, if applicable, not later than ten days from the date of commencement of the examination at which the candidate was to appear. Provided, however, that a candidate shall not be entitled to the adjustment of examination fee mentioned above if he changes the faculty or his course unit in case of any examination.
4. Examination and fees-of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish his form within the prescribed date, necessary fees having been paid in University account, may be refunded after a deduction of a sum as specified by the University. Examination fee of a candidate who dies before appearing in the examination shall be refunded in full to his guardian or his successor.
5. The entire fees paid by a candidate, whose application for appearing at an examination is called on account of producing fraudulent documents or giving false particulars, or are debarred /detained from taking examination due to shortage of attendance or otherwise shall stand forfeited.

**Ordinance No. 7****Payment of Remuneration of Examination Work**

1. The rates of remuneration for all purposes for paper-setters/examiners/staff shall be as per decision of Board of Management of University.
2. The actual freight/postal/courier/other expenses incurred by the examiner will be paid by the University.
3. In case of a work for which no remuneration has been prescribed in University Rules, the rate then shall be determined by the Vice-Chancellor from time to time.
4. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the institute. The decision of the Vice-Chancellor shall be final.

**Ordinance No. 8****CONDITIONS FOR GRANT OF AWARD OF FELLOWSHIPS,  
SCHOLARSHIPS, STIPEND, MEDALS AND PRIZES**

- 1.0      1.1      The awards of Fellowships, Research and other Scholarships, Stipends etc shall be made by the Governing Body on the Recommendation of a Committee consisting of:
- i.      The Vice Chancellor, as Chairperson
  - ii.      Chancellor's Nominee.
  - iii.      Two Deans of Faculties.
  - iv.      One Chairperson of Board of Studies to be nominated by Academic Council for two years in rotation.
  - v.      Controller of Examination
  - vi.      Chief Finance & Accounts Officer
  - vii.      The Registrar as Member Secretary.
- 1.2      Deans will be nominated by Vice-Chancellor for a period of two years by rotation.
- 2.0      Subject to the general conditions applicable to all Fellowships and Scholarships as laid down in paragraph 4 below, the value, duration and conditions of award shall be such as are laid down by the University from time to time.
- 3.0      The value and duration of Research or other Scholarships Instituted by the University shall be laid down by the Board of Management in consultation with the Academic Council.
- 4.0      The award of fellowships, research and other scholarships shall be made subject to the following conditions.:
- 4.1      The fellow/scholar will do full time research work under an approved guide on a subject approved by the Committee.
- 4.2      The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary, stipend, etc from any other source during the tenure of the award nor shall he/she engage himself in any profession or trade during that period. He / She may, however, undertake teaching assignment of not more than nine hours a week in the Institution, where he/she will work at the stipend as

decided in rules.

- 4.3. The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/scholarship program.
- 4.4. Unless permitted by the guide to work for a specified period at some other place, the fellow/scholar shall be required to attend the Institution where he/she is to work, on all working days.
- 4.5. If any information, submitted by the fellow/scholar in his/her application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him/her an opportunity of being heard.
- 4.6. If at any time it should appear to the Vice Chancellor that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.
- 4.7. i. Leave for a maximum of (21 days earned leave + 12 days casual leave) 33 days, in a year in addition to general holidays may be taken by a fellow/scholar with the approval of the guide and the sanction of the Vice Chancellor. The general holidays, however, do not include the vacation period of e.g. Summer, Dussehra-Diwali, X-Mas vacations. No other leave with fellowship/scholarship shall be admissible.  
ii. The fellow/scholar may, in a special case, be allowed by the Vice Chancellor leave without fellowship/scholarship for a period not exceeding three months during the tenure of the award on the recommendation of the guide.
- 4.8. The fellow/scholar shall be required to pay the fees prescribed by the Institution where he works.
- 5.0. Post-graduate scholarship Instituted by the University shall ordinarily be tenable for two academic sessions i.e. twelve months in the first year and 10 months in the second year on condition that the scholarship holder produces a certificate of efficiency in studies from the Head of the Department in the subject of study or the Head of the Institution.

- 6.0 The scholarship shall be tenable from the 1st July if the scholarship-holder joins the college within one month of the date of the opening of the college after the summer vacation and pays the tuition fee from the commencement of the session. In any other case, it shall be tenable from the date on which the candidate joins the college.
- 7.0 The payment of scholarship shall be made only on receipt of scholar's receipted bills duly countersigned by the Head of the Institution where the candidate studies. No scholarship shall be drawn for a month unless the scholarship holder has attended the Institution regularly in that month.
- 8.0 The drawl of scholarship shall be done in accordance with the procedure that may be laid down by the Academic Council.
- 9.0 A scholarship-holder shall not combine any other course of study with the course for which the award is made.
- 10.0 A scholarship shall be cancelled in the Final Year if the scholarship-holder fails to secure at least 60% marks in the Previous Examination of the concerned Master's Degree of Arts, Science, Life Science, Social Science and Commerce and 65% in other Faculties.
- 11.0 If a scholarship-holder is unable to appear at the previous examination on account of sickness or any other reasonable cause, the scholarship for the months of March and April shall be paid only if the Head of the Institution certifies that the scholar diligently studied for the examination but was unable to take the examination for reasons beyond control. Such a scholar shall not receive scholarship during the next session, but shall be entitled to the scholarship during the studies for the Final Examination, if the scholar passes the Previous Examination with the requisite standard in the succeeding year in the first attempt.
- 12.0 A scholarship-holder shall at all times be of good behaviour and observe all rules of discipline.
- 13.0
- 13.1 A scholarship shall be liable to termination, if: The scholarship-holder discontinues studies during the middle of a session; or The scholarship-holder, after he has been given a reasonable opportunity to explain his conduct, is in the opinion of the Board of Management guilty of



a breach of para 13 of this Ordinance; and if the Board of Management so directs, the Scholarship-holder shall also be liable to refund the amount of scholarship drawn by him.

13.2. The order of termination shall be passed by the Vice Chancellor and shall be final.

### **Award of University Medals and Prizes.**

1.0 The University shall award with a view to augmenting academic interest and activities among the students, Gold and Silver medals every year on the basis of results of annual examinations, subject to the provisions hereinafter appearing.

#### **2.0**

2.1. The quantum of Gold or Silver as the case may be, to be used for a medal shall be such as are approved by the Governing Body and permissible under the central Gold control Act.

2.2 The expenditure on the preparation and award of medals shall be met with from the Fund of the University for which necessary provision shall be made in the annual budget or from endowment fund created for this purpose.

2.3. If in a year the actual cost of the award of Medals exceeds the budgetary provision, the Governing Body shall lay down the manner in which the excess expenditure is to be met with.

#### **3.0**

3.1 University Gold & Silver medals shall be awarded only on the basis of the results at University examinations.

3.2 Only such successful examinees of the year shall be eligible in accordance with the provisions of paragraph 04 following as have secured

(i) First division in the case of a Bachelor's degree examination and

(ii) First division in the case of a Master's degree examination, for award of Gold and Silver medals.

- 4.0 A gold and a silver medal shall be awarded for each of the following examinations in all branches to successful candidates as mentioned below:-
- 4.1 A gold medal and a silver medal to the two successful candidates who have been placed in First division and have secured respectively highest and second highest percentage of Marks from among the candidates appeared at the M.B.B.S, BDS, BE, B.Sc. (.Nursing), BPT, B. Pharma and other courses being run by the University. However the candidate must have passed all semester examinations of the consecutive years in single and first attempt. To decide the Gold Medal marks obtained by the candidates from the first university to final university examination will be computed.
- 4.2 A gold medal and a silver medal to the two candidates who having been placed in First division and have secured respectively, highest and second highest percentage of Marks from among the successful candidates of degree of the (i) MDS. (ii) MD/MS. (iii) MBA (iv) M.C.A. and other post graduate courses being run by University. Provided that the candidate must have passed all University/semester examinations of the consecutive years in single and first attempt. The Committee comprising of the following shall select the candidates for the awards of medals and prizes:-
- i. The Vice Chancellor (Chairman)
  - ii. Chancellor's Nominee.
  - iii. Three Deans of Faculties to be nominated by the Vice Chancellor in rotation,
  - iv. Two Chairpersons of Board of Studies to be nominated by Academic Council,
  - v. Registrar.
- 5.0 University shall institute medals and prizes through endowment and donations received from individuals and trusts as may be approved by the Governing Body from time to time.

6.0 Notwithstanding anything contained in the foregoing paragraphs, award of University Medal for anyone or all of the Examinations mentioned in para 04 may be withheld, suspended or cancelled:-

- a) If, in respect of a year no candidate is found eligible for the award under the provision of para 04 above.
- b) If the Vice Chancellor finds, after considering a report of the Head of the Institution, that the eligible student concerned is not worthy to receive the award on account of a serious charge against him/her, like gross Misconduct etc.
- c) If the Governing Body is satisfied that the conduct of the examination concerned at one or more of the centers was not proper.

7.0 The inscriptions on the medals shall be as follows:-

7.1 On one side of the Medal - the following words shall be inscribed over the round shaped University emblem, विष्वविद्यालय स्वर्ण पदक और रजत पदक as the case may be in hindi and University Gold/Silver medal in English.

7.2 On the other side of the medal the following shall be inscribed

- (i)----- (name of examination)
- (ii)----- (name of faculty)
- (iii) ----- (month/annual examination)
- (iv) ----- (merit one & merit two as the case may be)
- (v) ----- (short name of the recipient)

8.0 If for an examination two or more examinees are found eligible for the award for having obtained equal marks or grade point average, the medal shall be awarded:

8.1 In the case of a Bachelor's Degree Examination to both the candidates.

8.2 In case of Master Degree Examination also to both the candidates.

**Ordinance No. 9****'ACADEMIC & RESEARCH ACTIVITY GRANTS'****1.0 PREAMBLE:**

- 1.1 Research forms a very vital part in progress and academic matters of an Institute, the University is keen on providing research facilities in its institutions. To succeed in its goal of High Quality Research, it is necessary that the management not only provides the infrastructure but also encourages the teachers and staff to participate in research activities for sharing and updating the knowledge.
- 1.2 Knowledge is dynamic and not static. Knowledge shall not be confined within the four walls. It shall be disseminated. Knowledge multiplies by many folds, if it is allowed to be shared in classes, clinics symposia, workshop, conferences and other scientific platforms.
- 1.3 Active research work, exposure to scientific seminars, workshops and symposia are important part of learning and spread of knowledge.
- 1.4 In view of the above the guidelines are framed for deputation of personnel or various conferences, continued education and quality improvement program etc. The guidelines shall be known as Academic and Research Activity Grants (ARAG).

**2.0 CLASSIFICATION OF STAFF:**

The teaching staff is classified into the following groups:

- |         |   |   |
|---------|---|---|
| Group A | - | Heads of Institutions (Principals/Dean/Directors/HOD) |
| Group B | - | Professors and Associate Professors / Readers         |
| Group C | - | Asst. Professors/ Sr. Lecturers (possessing P.G.      |

Degree in the respective specialties).

### 3.0 FINANCIAL AIDS:

#### 3.1 FOR RESEARCH WORK:

- i. To encourage research activities, consolidated amount is granted as an aid for the projects
- a. Quantum of grants is based on the requirements of individual projects.
- b. The maximum amount shall not exceed Rs. 50,000/- per project.
- c. Staff is required to submit the details of project including aims and objectives, material and methods, ethical clearance etc. and provisional cost, report along with time frame.
- d. The project shall be submitted to the Head of Institution through the respective Heads of the Departments as per prescribed protocol.
- e. Research work forms the property of the Sponsoring Body/Malwanchal University. Research worker shall seek prior written permission for presentation/publication of the research work in part or full.
- f. If the work is not completed within stipulated time, Head of Institution may consider extending the time for a reasonable period, if required.
- g. The grant may be recovered in case the work is either abandoned or incomplete.
- h. Due credit shall be recorded in the research work. Publications on the role of the Sponsoring Body.

#### FOR SCREENING COMMITTEE:

- i. The Head of Institution shall constitute a "Screening Committee" consisting of Head of Institution and two other senior faculty members.
- ii. The Screening Committee shall send its recommendation including Quantum of funds required to the management for the approval of grant.
- iii. The Management reserves its right to accept fully/partially the recommendations of screening committee. PERMISSIONS/ SANCTIONS:
- i. The permission may be accorded to attend national conferences, continuing Education Programs, seminars, workshops and symposium etc. related to respective field of individuals.
- ii. Ordinarily the duration of such visits should not exceed more than two weeks.
- iii. Not more than 50% of teaching staff from the same

department will be permitted to attend the conference at one time.

## **SANCTIONING AUTHORITY**

### **I Sanction Authority will consists -**

- a. Vice Chancellor -Chairpersons
- b. Nominee of Chancellor
- c. Two Dean of Faculty - Nominated by Vice Chancellor
- d. One Chairperson of Board of Studies - Nominated by Academic Council
- e. Chief Finance Officer & Accounts Officer- Member
- f. Registrar- Member Secretary

## **3.2 ELIGIBILITY OF STAFF:**

### **i. For Head of the Institutions:**

- a. Minimum service in the organization shall be one year.
- b. Eligible to attend one event in a year.
- c. Eligible for Airfare/First A.C fare from Indore to the place of event and back.
- d. Eligible for re-imbursement of registration fee in full.
- e. Eligible for grant of accommodation at actual or at the rate not more than Rs. 3,000/- per day.
- f. Eligible for additional grant of Rs.3000/-, if he/she is presenting a scientific research paper.
- g. Re-imbursement will be done on production of tickets and receipts.

### **ii. For Professors/Associate Professors/ Readers:**

- a. Minimum service in the organization shall be one year.
- b. Eligible to attend one event in a year.
- c. Eligible for II A.C fare from Indore to the place of event and back.
- d. Eligible for re-imbursement of registration fee in full but not exceeding Rs. 5,000/-
- e. Eligible for grant of accommodation at actual rate or at the rate not more than Rs. 2,000/- per day.
- f. Eligible for additional grant of Rs.2,000/-, if he/she is presenting research paper/poster/table presentation.

- g. Re-imbursement will be done on production of tickets and receipts.

**iii. For Assistant Professors / Sr. Lecturers:**

- a. Minimum service in the organization shall be one year.
- b. Eligible to attend one event in a year.
- c. Eligible for II A.C fare from Indore to the place of event and back
- d. Eligible for re-imbursement of registration fee in full but not exceeding Rs. 5,000/-
- e. Eligible for grant of accommodation at actual or at the rate not more than Rs. 2,000/- per day.
- f. Eligible for additional grant of Rs.1,500/-, if he/she is presentation research paper/paper/table presentation.
- g. Re-imbursement will be done on production of tickets and receipts.

**4.0 PUBLICATIONS:**

To encourage and appreciate the contribution of teachers in spread of research work through recognized journals, the University may grant financial aid.

- 4.1 An incentive of Rs. 5,000/- will be given on publication of research article in indexed Foreign journal.
- 4.2 An incentive of Rs. 3,000/- will be given on publication of research article in indexed Indian journal.
- 4.3 An incentive of Rs.2,000/- will be given to review/general /case repots article published in indexed Foreign/Indian journals.
- 4.4 Teachers shall apply for the above incentives to Head of Institutions with five hard copies and one Soft copy of publication.

**4.5 Incentives will be granted on the approval of Screening Committee.**

**5.0 SPECIAL PERMISSION:**

- 5.1 Deputation to international conferences etc, and relaxation of the above guidelines for re-imburement at higher value if any, shall be at the sole discretion of the Chancellor on the merits of each case.**
- 5.2 The teaching faculty not covered under para 2 above for Academic & Research Activity Grant may also be considered by the Chancellor based on the recommendation of Vice Chancellor.**



**Ordinance No. 10****Disciplinary Action against the Students**

- (1) Every student in the University shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the institutions of which he/she is a student and of the University.
- (2) (i) When a student has been guilty of breach of discipline within or outside the premises of University or an Institution, or persistent idleness or has been guilty of misconduct, the Head of the Institution at which such student is studying should inform the Vice-Chancellor/ Registrar depending upon the nature of gravity of the offence student may the nature and gravity of the offence-
- (a) Suspend such a student from attending classes for not more than a week at a time,
- or
- (b) Expel such a student from his institution;
- (c) Disqualify such a student from appearing at the next ensuing examination;
- or
- (d) Rusticate such a student. Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.
- (ii) The Head of the institution concerned shall have power to suspend for such time as may be necessary a student temporarily from the institution pending inquiry into his conduct in connection with an alleged offence.
- (iii) The period during which a student remains suspended for completion of an enquiry shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
- (iv) The rustication of a student from an Institution shall entail the removal of his name from the register of enrolled student. All students prosecuting a course of

studies at the University Teaching Departments shall observe a code of conduct as may be laid down by the Board of Management and also abide by all rule and regulations of the University framed and notified from time to time.

- (3) Any violation of the code of conduct or breach of any rule or regulation of the university by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.
- (4) The following acts, in particular, shall constitutes acts of gross indiscipline and any student indulging in any of them shall render himself liable for disciplinary action against him:-
- (i) Disobeying the teacher or misbehaving in the class;
  - (ii) Quarrelling or fighting in any University building or in the campus among them;
  - (iii) Quarrelling or fighting with a University employee or any employee of the University canteen, mess or any other public utility functioning in the campus;
  - (iv) Satirizing or writing or slogans or any material, making of skeletons or figures on any wall or portions of any building within the campus which is not authorized by the university administration.
  - (v) Behaving in the University campus or outside in a manner which is indecent or which is meant to annoy or hurt the teachers; officers or employees of the University.
  - (vi) Any other act which the discipline committee may determine and Vice-Chancellor may accept as an act of gross indiscipline.
  - (vii) However, all cases of indiscipline within hostel premises shall be dealt by the warden concerned. To deal with such incidents the warden shall have all the powers prescribed for the proctor in this ordinance.
- (5) There shall be a Proctorial Board consisting of a Proctor and such number of joint proctors as the Board of Management may decide from time to time.
- (6) The Proctor and Joint Proctor shall be appointed by Vice-Chancellor from amongst the teachers of the University ordinarily for a period not exceeding two years at a time.

- (7) **Power and Duties of Proctor:-** The Proctor shall take action in all matters which are referred to him for disciplinary action by any responsible person or constituted authority of the University, he may also take action in matters which come of his knowledge and which in his opinion call for disciplinary action.
- (8) The Proctor may delegate any of his powers to Joint Proctor. In the absence of Proctor the senior most Joint Proctor shall act as Proctor and shall have all such Powers to Proctor.
- (9) In the opinion of Proctor, the act of indiscipline requiring action if it is not of a serious nature, he may hold a summary inquiry and shall have powers to impose the penalties.
- (10) If in the opinion of Proctor, the breach of discipline if it of a serious nature he may refer the case for investigation by the Proctorial Board, Proctor and Joint proctor or any two Joint Proctor shall constitute the quorum for sittings of such investigation.
- (11) There shall be a Discipline Committee consisting of the following :- (i) Proctor Convener (ii) Dean, Student Welfare (iii) Professor in charge of Student Union (iv) Joint Proctors (v) Warden of the Hostels & Joint Wardens (vi) President of Student Society (if any) (vii) Two other student nominated by Vice-Chancellor. (viii) One of the Joint Proctor will be nominated by the Proctors as Secretary of the Discipline Committee.
- (12) The Discipline Committee shall ordinarily convene meeting once in each academic year and it shall review general situation regarding discipline in the university and make suggestions in this regard. Any specific cases of indiscipline may also be referred to the Discipline committee for giving its opinion regarding the action to be taken.
- (13) All punishment awarded to the students shall be recorded in a register to be maintained by the Proctor. The Register shall be permanent record of the university and shall contain such details as may be prescribed and approved by Board of Management.

- (14) Certificate regarding Character and Conduct of student of the University Teaching Departments may be issued to him by the Proctor. However, in the case of a student who has been awarded punishment three or more times by the Proctor himself or on the recommendation of the Proctor, the fact that he was so penalized shall be mentioned in the certificates of character and conduct to be issued by the Proctor. The Certificates of Character and Conduct issued by the Proctor shall be the only valid Certificates of the University in that regard.
- (15) If the Proctor finds that in any incident of disturbance or breach or peace, certain persons who are not in the rolls of the University are involved or are likely to be involved he may send recommendation to the Vice-Chancellor that the University campus be declared out of bounds for such persons. If the recommendation is accepted by the Vice-Chancellor a notification shall be sent to the District Magistrate and the other administrative authorities as the Vice-Chancellor may deem fit. So the notification issued under this paragraph in force entry into the campus of person/ debarred from entering the campus shall be an act of criminal trespass and shall be dealt with accordingly.
- (16) Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Institutes. The decision of the Vice-Chancellor shall be final.

**Ordinance No. 11****Co-Operation and Collaboration with Other Universities and Institutions & University Teaching Department and Colleges under the University**

- 1 With reference to the decision of the sponsoring body of Malwanchal University, Indore takes over the management of following institutes as constituent University Institutes of the Malwanchal University Indore.

The following shall be the University Institutes:

1. Index Medical College Hospital & Research Centre, Indore
  2. Index Institute of Dental Sciences
  3. Index Nursing College
  4. Index Medical College Hospital & RC Indore (Paramedical Courses).
2. The University Teaching Department will be as mentioned in ordinance 1
3. The above mentioned departments/Institutes will be governed by the Malwanchal University, Indore and their decision shall be binding upon it. All administrative, Academic and financial powers would be vested with constituent Bodies, Boards and Authorities of the University. The College would work as a Teaching Department of the University.
4. As soon as the above mentioned institutes admitted to the privileges of the University as its Constituent institutes all its assets and liabilities, the movable/immovable property with entire land, roads and buildings etc. will stand as transferred to the University and will be treated as University property in all the records maintained by sponsoring body of Malwanchal University and concerning corporate account. The University will not be bound to pay any cost towards this property. The decision regarding sale, mortgage or major alteration of the existing movable and immovable property these institutes would be taken after the approval of the Sponsoring body.
5. All provision of this Para subject to the provision of relevant Act / Laws of the country/State. The departments of the above mentioned institutes would henceforth be called the University Teaching Department of the Malwanchal University, Indore. The Principal of the Institute will be the Director of the Institute.
6. Objects of declaring as Constituent University department/University Institute:-  
The following shall be object of declaring as constituent colleges/ Polytechnics

- a. To provide the desired quality Academic and Administrative Leadership for the further expansion of the institution.
- b. To create a desired environment and develop a framework to pursue a path of Excellence in Higher Education.
- c. To lay a firm and everlasting foundation for growth of Quality Technical Education in the Institution.
- d. To develop the institution as a model for Curriculum Innovation and Examination Reforms., development of professional and moral values in the faculty, students and the staff.
- e. To foster the growth of well informed knowledgeable and talented manpower to work in knowledge technology driven systems and enterprises.
- f. To facilitate synergic partnership with the Industries of the state and the country for further qualitative growth.
- g. For transforming technical education into a vibrant and dynamic system.
- h. To foster Research Culture and promote industrial consultancy.
- i. To foster international and national collaboration for academic programs for research and development

## **7 MANAGEMENT OF THE CONSTITUENT INSTITUTION**

For all purposes, the sustenance and development of the constituent institution shall be a responsibility of the university. In fulfilling its responsibility, the Malwanchal University shall:-

- a. Recruit and develop faculty of the constituent institution,
- b. Investment in the development of the institution,
- c. Encourage revenue generation in the institution through various means,
- d. Formulate the institution budget and manage its finance
- e. Provide Good Governance to the institution

## **8. STATUS OF THE STUDENT'S COURSES**

All the students admitted after proper functioning of the University as per the Act 2007 shall be treated as the students of the University, Constituent University department/University Institute, All the courses of the concerned institution admitted to the privileges of the university, shall be continued and treated as the courses of the University department/University Institute.

**Co-operation & Collaboration with other Universities & Institutes of Higher Education**

The Malwanchal University shall be signing MOU with National and International level Institute and Universities for Co-operation & Collaboration for higher Education. The Co-operation/ Collaboration Shall be for

- (1) Skill up gradation of Faculty members.
  - (1) Running for Twin Courses program at Graduate & Postgraduate Level.
  - (2) Exchange/partnership of different Degree Program.

9. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**Ordinance No. 12****Residence of Students**

The University Premises has Hostel facility for students. The Conditions for providing residence facility are as under:-

**GENERAL**

1. These rules may be called the rules for Hostels of the Malwanchal University, Indore (M.P.).
2. These rules shall be applicable to all the Hostels of the University

**ADMISSION**

3. Application for admission to hostel shall be made on the prescribed form to be obtained from hostel office/office of the DSW, on payment of fees as prescribed. The application form filled should reach hostel/DSW office before the prescribed date.
4. Incomplete or wrongly filled application forms shall not be considered.
5. Each applicant for admission shall furnish a character certificate from the Head of the institution last attended, along with application.
6. After an applicant has been admitted or readmitted he/she may be allotted a bed in a room by the warden.
7. Old hostellers seeking readmission must also apply for admission ensuring clearance of No Dues of previous year (if any), then deposit their readmission dues.
8. No student, who has failed or dropped out in the examination or warned for any disciplinary action shall be readmitted to the hostel.
9. The parents of the students shall submit a pass-port size colored photograph of the local guardian, duly signed by both (parent and guardian), to the hostel warden at the beginning of the semester/admission to the hostel to enable the hostel warden to identify the person when he/she comes to meet the ward in the hostel, or makes a request for taking the ward home.
10. No student shall be allowed to reside in any hostel after completion of his/her degree for which he/she was admitted. In the event of taking admission in other course in the university his/her admission in the hostel shall be considered a fresh.
11. Initially a bonafide student may be considered for admission for one session only and in case of unsatisfactory conduct, re-admission in the university shall not be considered.



12. Hostel rooms shall have to be vacated during summer vacation for maintenance. In exceptional cases student may be permitted to stay on payment of special charges to be decided by the Hostel Management Committee.
13. Students shall not be allowed to keep any furniture other than those provided by the hostel in their rooms without prior permission of the warden.
14. Music systems/radio/T.V. are not allowed in the rooms, however it may be permitted with earphone attachment.
15. Students shall cooperate in keeping the Hostels and their surroundings clean by ,not disposing of garbage and waste materials here and there but in dustbins at designated places.
16. Hostellers shall be responsible for the security of .their own property. They must not leave their room/box unlocked in their absence. Luxury items are strongly discouraged and the management is not responsible for security/safety problems arising out of this.
17. In case of any emergency during the night, the hostellers shall contact the hostel warden for help. Girls may contact the warden through, the Ayah/Chowkidar of the hostel. Local guardians/parents of girl hostellers may telephone the hostel warden and not the girls directly after 7: 00 pm in case of emergency.

#### **FEES, RENTS & OTHER CHARGES**

18. Hostellers shall pay a monthly rent as prescribed by the University for the term for which they have been admitted or readmitted. In addition to the above every student readmitted shall pay admission fee. Late fees shall be charged after the date fixed to deposit the fees notified by the University. A student, if admitted after beginning of the session, shall pay the admission fee and university dues and room rent from the commencement of academic year up to and including the fee for the month in which he has been admitted (not less than six month).
19. Every students admitted or readmitted to' the hostel shall pay caution money refundable at the time on leaving the hostel on completion of the course/degree.
20. In case, the study course is not completed within the stipulated period and the hosteller is required to extend his/her stay in the hostel for completing the course he/she may be allowed to continue his/her stay in the hostel on the recommendation of the course coordinator and concerned warden with payment of hostel in multiples of a semester. This facility however shall not be provided to the students who are required to prolong their stay on account of repeat examination.

**CANTEEN**

21. The facility of mess /canteen shall be provided by the University on payment basis; cooking is strictly prohibited in the hostel.

22. Every hosteller shall be required to pay monthly mess charges in advance as notified by the Hostel Committee. **HOSTEL ROOM AND ALLOTMENT**

23. The following priority is fixed for providing accommodation in the University Hostel. (a) Undergraduate boys/girls and whose parents are residing in rural areas and students belonging to economically weaker sections of the society shall be given preference over other boys/girls. (b) Physically Handicapped Students. (c) SCs / STs / OBCs Students. • (d) Students pursuing professional courses that require longer hour practical or fieldwork shall have priority over others. (e) Local students (staying within 15 kilometers from the campus), research scholars and married students shall not be allowed due to space limitation in the hostel. (f) All Hostel students residing in the hostel shall be required to submit an undertaking as per Proforma approved by Dean Student welfare. **ATTENDANCE**

24. Attendance shall be taken in hostel every evening at an appointed time. Absence without prior information to warden, at the time of attendance is an offense. The warden shall adversely deal with any attempt of proxy or wrong entry in the attendance register. The roll call hours will be as follows-

25. Attendance time for girls during summer -19: 00 h and for winter 18: 00 h.

26. Attendance time for boys - 21: 00 h. **HOSTEL MANAGEMENT COMMITTEES**

27. There shall be Hostel Management Committee, Standing committee for Hostellers Discipline and a Hostel Committee appointed by the Vice-Chancellor for the help of the warden for smooth running of the hostel. The term of the committee shall be one year, which may be extended by the Vice- Chancellor for another year. (a) Hostel Management Committee The Committee shall comprise:

  
 Vice-Chancellor, University of Jodhpur

- |       |   |            |
|-------|---|------------|
| (I)   | Dean Student Welfare-                         | - Chairman |
| (ii)  | Chief Warden and all Wardens                  | - Member   |
| (iii) | One Student's representative from each Hostel | - Member   |
| (iv)  | One Dean nominated by the Vice-Chancellor     | - Member   |

**(a) Hostel Disciplinary & Anti Ragging Committee**

There shall be a Hostellers Disciplinary & Anti Ragging Committee to deal with students indiscipline, misconduct & ragging cases defined in the Hostel ordinance:

- |       |   |            |
|-------|---|------------|
| (i)   | Dean Student Welfare-                     | - Chairman |
| (ii)  | One Dean nominated by the Vice-Chancellor | - Member   |
| (iii) | Warden of concerned hostel                | - Member   |
| (iv)  | Chief Proctor                             | - Member   |

**(b) Hostel Committees**

There shall be a Hostel Committee in every hostel nominated / elected by the warden with the consent of hostellers for smooth running of day-to-day affairs of the hostel. The Committee shall consist of the following-

- |       |   |                   |
|-------|---|-------------------|
| (i)   | Hostel Warden   | - Chairman        |
| (ii)  | One hostel student representative approx. for 20-25   | - Member members. |
| (iii) | One hostel Prefect and one-Associate Prefect for various functions like food, health and. extracurricular activities. | -Member           |

**MISCONDUCT & INDISCIPLINE INCLUDING RAGGING**

28. Gambling of any kind and use of liquor/drugs and smoking etc. is strictly prohibited in the hostel and campus.
29. Guests of the opposite sex shall not be entertained in the hostel. The Hostellers however may be permitted to meet their relatives at pre-permitted place during designated time.
30. Pornographic literature and exotic posters/displays etc. are not permitted in the hostels.

31. No hosteller shall be allowed to change the room allotted in the hostel without prior permission of the warden. The warden may order at any time change of rooms or mutual exchange of rooms without assigning any reasons.
32. Use of electric heater & iron etc. are not allowed in the hostel. Heavy fine may be imposed for violation of this rule.
33. Hostellers are strictly prohibited to keep firearms with them. No pets such as dog etc. are permitted to be kept in the hostel by the hostellers.
34. In exigencies all hostellers shall vacate their room at given order/time by the. Vice-Chancellor/Registrar for any reason whatsoever and hand over the charges of their rooms to the warden failing which warden shall be authorized to break open the locked room. The University shall accept no responsibility for the private property of the concerned students found in the rooms.
35. Hostellers shall not give shelter to any outsider, anyone found guilty on this account shall be severely punished including removal from the hostel of accommodation the University.
36. No meeting shall be held in the hostel premises without the prior permission of the warden.
37. No notice is allowed to be exhibited on a Notice Board or circulated to the hostellers unless it has been signed or countersigned by the warden /D.S.W/Registrar/V.C.
38. Hostellers shall not cause damage or interfere in any manner with the Notice Board of the hostel. A breach of this rule shall be severely dealt with.
39. No Incidence of ragging should to be there in the hostels. **There will be Zero Tolerance for Ragging.**

**Note:** For notification or communication to the hostellers a notice by the warden on the hostel Notice Board shall be considered adequate. Hostellers should watch the Notice Board regularly and follow general or specific instructions given from time to time. For matters common to all, the hostellers or students, the display shall be on the Notice Board of the Dean of Students Welfare Hostel Office. No separate notice would be sent to them.

#### **DISCIPLINARY ACTION**

40. Every hosteller shall maintain a high standard of discipline, have respect for the tradition of the university and conduct in a dignified manner within and outside the hostel. They should do nothing, which may cause noise, disturbance or distraction in studies or may be deemed irregular in any way.
41. The warden shall keep a conduct register exclusively for recording the misconduct of the students along with details of punishment, warnings etc. While the register will

have one page for one student for noting misconduct, it should have another page to note down good conducts/acts in the nature of Good Samaritan.

42. Resort to any form of strike by the hostellers without following the legally provided remedial channels/procedures shall be deemed as a serious breach of discipline and the student shall ipso facto stand expelled from the hostel/university.
43. Any indiscipline or misconduct committed by the hosteller or group of hostellers shall be brought to the notice of Hostel Disciplinary Committee for taking appropriate action.
44. Depending upon the gravity of the misconduct committed by the hosteller matter can be brought to the notice of the Chief Proctor or Registrar or Vice-Chancellor who may pass order in writing for taking appropriate action.
45. In case the situation in the hostel deteriorates to a level that requires protection, the Chief Proctor in consultation with DSW/Warden may call the security to get the Hostel vacated by the Hostellers. Such action taken however shall be brought to the notice of the Registrar Vice-Chancellor in writing.
46. Any hosteller found guilty of indiscipline, defiance of orders, rowdy behavior or any other misconduct is liable to be fined up to Rs. 1000/- and/or instant removal or expulsion or rustication from the hostel/university.
47. No student shall be permitted to appeal against the decision of the warden to any authority other than Hostel Management Committee. If the appeal is against the decision of the Hostel Management committee, it should be made to the Vice-Chancellor.
48. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors/Head of the Institutes. The decision of the Vice-Chancellor shall be final.

**Ordinance No. 13****BACHELOR OF MEDICINE AND BACHELOR OF SURGERY (M.B.B.S.)****1.0 AIMS & OBJECTIVES****1.1 AIMS**

- 1 Graduate medical curriculum is oriented towards training students to undertake the responsibilities of a physician of first contact who is capable of looking after the preventive, promotive, curative & rehabilitative aspect of medicine.
2. With wide range of career opportunities available today, a graduate has a wide choice of career opportunities. The training, though broad based and flexible shall aim to provide an educational experience of the essentials required for health care in our country. Training is designed to meet internationally acceptable standards.
3. To undertake the responsibilities of service situations which is a changing condition and of various types, it is essential to provide adequate placement training tailored to the needs of such services as to enable the graduates to become effective instruments of implementation of those requirements. To avail of opportunities and be able to conduct professional requirements, the graduate shall endeavor to have acquired basic training in different aspects of medical care.
4. The importance of the community aspects, of health care and of rural health care services is to be recognized. This aspect of education & training of graduates shall be adequately recognized in the prescribed curriculum. Its importance has been systematically upgraded over the past years and adequate exposure to such experiences should be available throughout all the three phases of education & training. This has to be further emphasized and intensified by providing exposure to field practice areas and training during the internship period. The aim of the period of

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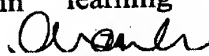
rural training during internship is to enable the fresh graduates to function efficiently under such settings.

5. The educational experience shall emphasize health and community orientation instead of only disease and hospital orientation or being-concentrated - on-curative -aspects. As such all the basic concepts of modern scientific medical education are to be adequately dealt with.
6. There, must be enough experiences to be provided for self learning. The methods and techniques that would ensure this must become a part of teaching-learning process.
7. The medical graduate of modern scientific medicine shall endeavor to become capable of functioning independently in both urban and rural environment. He/she shall endeavor to give emphasis on fundamental aspects of the subjects taught and on common problems of health and disease avoiding unnecessary details of specialization.
8. The importance of social factors in relation to the problem of health and diseases shall receive proper emphasis throughout the course and to achieve this purpose, the educational process shall also be community based than only hospital based. The importance of population control and family welfare planning shall be emphasized throughout the period of training with the importance of health and development duly emphasized.
9. Adequate emphasis is to be placed on cultivating logical and scientific habits of thought, clarity of expression and independence of judgment, ability to collect and analyze information and to correlate them.

10. The educational process shall be placed in a historic background as an evolving process and not merely as an acquisition of a large number of disjointed facts without a proper perspective. The history of Medicine with reference to the evolution of medical knowledge both in this country and the rest of the world shall form a part of this process.
11. Lectures alone are generally not adequate as a method of training and are a poor means of transferring/acquiring information and even less effective at skill development and in generating the appropriate attitudes. Every effort shall be made to encourage the use of active methods related to demonstration and on first hand experience. Students will be encouraged to learn in small groups, through peer interactions so as to gain maximal experience through contacts with patients and the communities in which they live. While the curriculum objectives often refer to areas of knowledge or science, they are best taught in a setting of clinical relevance and hands on experience for students who assimilate and make this knowledge a part of their own working skills.
12. The graduate medical education in clinical subjects shall be based primarily on out-patient teaching, emergency departments and within the community including peripheral health care institutions. The out-patient departments shall be suitably planned to provide training to graduates in small groups.
13. Clinics shall be organized in small groups of preferably not more than 10 students so that a teacher can give personal attention to each student with a view to improve his skill and competence in handling of the patients.
14. Proper records of the work shall be maintained which will form the basis for the students' internal assessment and shall be available to the inspectors at the time of inspection of the college by the Medical Council of India.



15. Maximal efforts shall be made to encourage integrated teaching between traditional subject areas using a problem based learning approach starting with clinical or community cases and exploring the relevance of various preclinical disciplines in both understanding and resolution of the problem. Every attempt shall be made to de-emphasize compartmentalization of disciplines so as to achieve both horizontal and vertical integration in different phases.
16. Every attempt shall be made to encourage students to participate in group discussions and seminars to enable them to develop personality, character, expression and other faculties which are necessary for a medical graduate to function either in solo practice or as a team leader when he begins his independent career. A discussion group shall not have more than 20 students.
17. Faculty member shall avail modern educational technology while teaching the students and to attain this objective, Medical Education Units/ Departments shall be established in the medical college for faculty development and providing learning resource material to teachers.
18. To derive maximum advantage out of this revised curriculum, the vacation period to students in one calendar year shall not exceed one month, during the 4 1/2 years Bachelor of Medicine and Bachelor of Surgery (MBBS) Course.
19. Institution shall insure that adequate financial and technical inputs are provided.
20. History of Medicine: The students will be given an outline on History of Medicine. This will be taught in an integrated manner by subject specialists and will be coordinated by the Medical Education Unit of the Institution.
21. The Institution shall have a curriculum committee which would plan curricula and instructional method which will be regularly updated.
22. Integration of ICT in learning process will be implemented.



## 1.2 OBJECTIVES

At the end of undergraduate program, the medical student should be able to:

1. Recognize 'health for all' as a national goal and health right of all citizens and by undergoing training for medical profession fulfill his/her social obligations towards realization of this goal.
2. Learn every aspect of National policies on health and devote himself/herself to its practical implementation.
3. Achieve competence in practice of holistic medicine, encompassing promotive, preventive, curative and Rehabilitative aspects of common diseases.
4. Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living.
5. Become exemplary citizen by observation of medical ethics and fulfilling social and professional obligations, so as to respond to national aspirations.
6. Be competent in diagnosis and management of common health problems of the individual and the community, commensurate with his/her position as a member of the health team at the primary, secondary or tertiary levels, using his/her clinical skills based on history, physical examination and relevant investigations.
7. Be competent to practice preventive, promotive, curative and rehabilitative medicine in respect to the commonly encountered health problems.
8. Appreciate rationale for different therapeutic modalities; be familiar with the administration of the "essential drugs" and their common side effects.
9. Be able to appreciate the socio-psychological, cultural, economic and environmental factors affecting health and develop humane attitude towards the patients in discharging one's professional responsibilities.
10. Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine.

11. Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine, action research and documentation skills.
12. Be familiar with the basic factors which are essential for the implementation of the National Health Programs including practical aspects of the following:
  - Family Welfare and Material and Child Health(MCH)
  - Sanitation and water supply
  - Prevention and control of communicable and non-communicable diseases
  - Immunization
  - ~ Health Education
  - ~ IPHS standard of health at various level of service delivery, medical waste disposal.
  - Organizational institutional arrangements.
13. Acquire basic management skills in the area of human resources, materials and resource management related to health care delivery, "General and hospital management principal inventory skills and counseling.
14. Be able to identify community health problems and learn to work to resolve these by designing, instituting corrective steps and evaluating outcome of such measures.
15. Be able to work as a leading partner in health care teams and acquire proficiency in communication skills.
16. Be competent to work in a variety of health care settings.
17. Have personal characteristics and attitudes required for professional life such as personal integrity, sense of responsibility and dependability and ability to relate to or show concern for other individuals.

18 All efforts must be made to equip the medical graduate to acquire the practical skills.

## 2.0 COURSE STRUCTURE

### 2.1 TRAINING PERIOD AND TIME DISTRIBUTION

2.1.1 Every student shall undergo a period of certified study extending over  $4\frac{1}{2}$  academic years divided into 9 semesters, (i.e. of 6 months each) from the date of commencement of his study for the subjects comprising the medical curriculum to the date of completion of the examination and followed by one year compulsory rotating internship. Each semester will consist of approximately 120 teaching days of 8 hours each college working time, including one hour of lunch.

2.1.2 The period of  $4\frac{1}{2}$  years is divided into three phases as follows –

2.1.2.1 Phase-I (two semesters) - consisting of Pre-clinical subjects (Human Anatomy, Physiology including Bio-Physics, Bio-chemistry and introduction to Community Medicine including Humanities). Besides 60 hours for introduction to Community Medicine including Humanities, rest of the time shall be somewhat equally divided between Anatomy and Physiology plus Biochemistry combined (Physiology  $\frac{2}{3}$  & Biochemistry  $\frac{1}{3}$ ).

2.1.2.2. Phase-II (3 semesters) - consisting of para-clinical/ clinical subjects. During this phase teaching of para-clinical and clinical subjects shall be done concurrently. The para-clinical subjects shall consist of Pathology, Pharmacology, Microbiology, Forensic Medicine including Toxicology and part of Community Medicine. The clinical subjects shall consist of all those detailed below in Phase III. Out of the time for Para-clinical teaching approximately equal time be allotted to Pathology, Pharmacology, Microbiology and Forensic Medicine and

Community Medicine combined (1/3 Forensic Medicine & 2/3 Community Medicine). See Appendix-C.

**2.1.2.3.Phase-III** (Continuation of study of clinical subjects for seven semesters after passing Phase-I) The clinical subjects to be taught during Phase II & III are Medicine and its allied specialties, Surgery and its allied specialties, Obstetrics and Gynaecology and Community Medicine. Besides clinical posting as per schedule mentioned herewith, rest of the teaching hours be divided for didactic lectures, demonstrations, seminars, group discussions etc. in various subjects. The time distribution shall be as per Appendix-C. The Medicine and its allied specialties training will include General Medicine, Paediatrics, Tuberculosis and Chest, Skin and Sexually Transmitted Diseases, Psychiatry, Radio-diagnosis, Infectious diseases etc. The Surgery and its allied specialties training will include General Surgery, Orthopaedics Surgery including Physio-therapy and Rehabilitation, Ophthalmology, Otorhinolaryngology, Anaesthesia, Dentistry, Radio-therapy etc. The Obstetrics & Gynaecology training will include family medicine, family welfare planning etc.

**2.1.2.4** The first 2 semester (approximately 240 teaching days) shall be occupied in the Phase I (Pre-clinical) subjects and introduction to a broader understanding of the perspectives of medical education leading to delivery of health care. No student shall be permitted to join the Phase II (Para-clinical/clinical) group of subjects until he has passed in all the Phase I (Pre-clinical subjects).

**2.1.2.5** After passing pre-clinical subjects, one and half year (3 semesters) shall be devoted to para-clinical subjects. Phase II will be devoted to para-clinical & clinical subjects, along with clinical postings. During

clinical phase (Phase III) pre-clinical and para-clinical teaching will be integrated into the teaching of clinical subjects where relevant.

2.1.2.6 Didactic lectures shall not exceed one third of the time schedule; two third schedule shall include practicals, clinicals or/and group discussions. Learning process shall include living experiences, problem oriented approach, case studies and community health care activities.

2.1.2.7 The University shall organize admission timings and admissions process in such a way that teaching in first semester starts by 1st of August each year.

2.1.2.8 Supplementary examination shall be conducted within 6 months. The students who pass the supplementary examination shall be allowed to appear in the second professional MBBS examination only after he/she completes the full course of study of three semesters (i.e. 18 months) for the second professional MBBS examination.

## 2.2 PHASE DISTRIBUTION AND TIMING OF EXAMINATION:

6 MONTHS	6 MONTHS	6 MONTHS	
1	2		1st professional examination (during second semester)
3	4	5	II professional examination (during fifth semester)
6	7		IIIrd professional Part I (during 7th semester)
8	9		IIIrd professional

**Part II (Final  
Professional).**

**2.2.1 Passing in Ist Professional is Compulsory before/proceeding to Phase II training.**

**2.2.2 A student who fails in the II<sup>nd</sup> professional examination, shall not be allowed to appear IIIrd Professional Part I examination unless he passes all subjects of IInd Professional examination.**

**2.2.3 Passing in IIIrd Professional (Part I) examination is not compulsory before entering for 8th & 9th semester training, however passing of IIIrd Professional (Part I) is compulsory for being eligible for IIIrd Professional (Part II) examination.**

**2.2.4 During third to ninth semesters, clinical postings of three hours duration daily as specified in the Table below is suggested for various departments, after Introductory Course in Clinical Methods in Medicine & Surgery of two weeks each for the whole class.**

Table								
Total Subject	3 <sup>rd</sup> Semes-ter (weeks)	4 <sup>th</sup> Semes-ter (weeks)	5 <sup>th</sup> Semester (weeks)	6 <sup>th</sup> Semester (weeks)	7 <sup>th</sup> Semes-ter (weeks)	8 <sup>th</sup> Semes-ter (weeks)	9 <sup>th</sup> Semester (weeks)	Total (weeks)
General***	6	-	4	-	4	6	6	26
Medicine	-	-	-	2	2	4	-	10
Paediatrics	-	2	-	-	-	-	-	02
Tuberculosis and Chest Diseases	-	2	-	-	-	-	-	-
Skin & STD	-	2	-	2	-	2	-	06
Psychiatry	-	-	2	-	-	-	-	02
Radiology*	-	-	-	-	2	-	-	02
General ****	6	-	4	-	4	6	6	26
Surgery	-	-	-	-	-	-	2	10
Orthopaedics**	-	-	4	4	-	-	2	10
Ophthalmology	-	4	-	4	-	-	-	08
Ear Nose and Throat	-	4	-	4	-	-	-	-
Obstetrics and Gynaecology including Family Welfare Planning	2	4	4	-	4	4	6	24
Community Medicine	4	4	-	4	-	-	-	12
Casualty	-	-	-	2	-	-	-	02
Dentistry	-	-	-	-	2	-	-	02
Total								
(in Weeks)	18	22	18	22	18	22	22	142

Clinical methods in Medicine and Surgery for whole class will be for 2 weeks each respectively at the start of 3rd semester

\* This posting includes training in Radio-diagnosis and Radiotherapy where existent.



- \*\* This posting includes exposure to Rehabilitation and Physiotherapy.**
- \*\*\* This posting includes exposure to laboratory medicine and infectious diseases,**
- \* This includes maternity training and Family medicine and the 3rd semester posting shall be in Family Welfare\Planning.**

## **2.3 INTERNSHIP**

**2.3.1 General --** Internship is a phase of training wherein a graduate is expected to learn methods/modalities for actual practice of medical and health care and acquire skills under supervision so that he/she may become capable of functioning independently.

**2.3.2** In order to make trained work force available, it may be considered as a phase of training wherein the graduate is expected to conduct actual practice under -the supervision of a trained doctor. The learning methods and modalities have to be done during the MBBS course itself with larger number of hands on session, practice on simulators including zoes models.

### **2.3.3 Specific Objectives**

**At the end of the internship training, the student shall be able to:**

- 2.3.3.1** Diagnose clinical common disease conditions encountered in practice and make timely decision for referral to higher level;
- 2.3.3.2** Use discreetly the essential drugs, infusions, blood or its substitutes and laboratory services.
- 2.3.3.3** Manage all type of emergencies-medical, surgical obstetric, neonatal and paediatric, by rendering first level care;
- 2.3.3.4** Demonstrate skills in monitoring of the National Health Program and schemes, oriented to provide preventive and promotive health care services to the community;

2.3.3.5 Develop leadership qualities to function effectively as a leader of the health team organised to deliver the health and family welfare service in existing socio-economic, political and cultural environment;

2.3.3.6 Render services to chronically sick and disabled (both physical and mental) and to communicate effectively with patient and the community.

2.3.4 Time allocation to each discipline is approximate and shall be guided more specifically by the actual experience obtained. Thus a student serving in a district or taluk hospital emergency room may well accumulate skill in surgery, orthopaedics, medicine, obstetrics and Gynaecology and Paediatrics during even a single night on duty. Responsible authorities from the medical college shall adjust the intern experience to maximize intern's opportunities to practice skills in patient care in rough approximation of the time allocation suggested.

#### 2.3.5 Internship - Time Distribution

<b>2.3.5.1</b>	<b>COMPULSORY</b>	
	Community Medicine	2 months
	Medicine including 15 days of Psychiatry	2 months
	Surgery including 15 days Anaesthesia	2 months
	Obst./Gynae. including Family Welfare Planning	2 months
	Paediatrics	1 month
	Orthopaedics including PMR	1 month
	ENT	15 days
	Ophthalmology	15 days
	Casualty	15 days

- 2.3.5.2 Elective Posting (1x15 days) 15 days Subjects for Elective posting will be as follows:
- Dermatology and Sexually Transmitted Diseases.
  - Tuberculosis and Respiratory Diseases.
  - Radio-Diagnosis
  - Forensic Medicine
  - Blood Bank
  - Psychiatry

Note: Structure internship with college assessment at the end of the internship.

### 2.3.6 Other Details

- 2.3.6.1 All parts of the internship shall be done as far as possible in institutions of India. In case of any difficulties, the matter may be referred to the Medical Council of India to be considered on individual merit.
- 2.3.6.2 Every candidate will be required after passing the final MBBS examination to undergo compulsory rotational internship to the satisfaction of the College authorities and university for a period of 12 months so as to be eligible for the award of the degree of Bachelor of Medicine and Bachelor of Surgery (MBBS) and full registration.
- 2.3.6.3 The University shall issue a provisional MBBS pass certificate on passing the final examination.
- 2.3.6.4 The State Medical Council will grant provisional registration to the candidate on production of the provisional MBBS pass certificate. The provisional registration will be for a period of one year. In the event of the shortage or unsatisfactory work, the period of provisional registration and the compulsory rotating internship may be suitably extended by the appropriate authorities.
- 2.3.6.5 The intern shall be entrusted with clinical responsibilities under direct supervision of senior medical officer. They shall not be working independently.
- 2.3.6.6 Interns will not issue a medical certificate or a death certificate or a medico-legal document under their signature.
- 2.3.6.7 Adjustment to enable a candidate to obtain training in elective clinical subjects may be made.

- 2.3.6.8 One year's approved service in the Armed Forces Medical Services, after passing the final MBBS examination shall be considered as equivalent to the pre-registration training detailed above; such training shall, as far as possible, be at the Base/General Hospital.

### 2.3.7 Assessment of Internship

- 2.3.7.1 The intern shall maintain a record of work which is to be verified and certified by the medical officer under whom he works. Apart from scrutiny of the record of work, assessment and evaluation of training shall be undertaken by an objective approach using situation tests in knowledge, skills and attitude during and at the end of the training. Based on the record of work and date of evaluation, the Dean/Principal shall issue Certificate of satisfactory completion of training, following which the University shall award the MBBS degree or declare him eligible for it.

- 2.3.7.2 Satisfactory completion shall be determined on the basis of the following:-

- Proficiency of knowledge required for each case  
SCORE 0-5
- The competency in skills expected to manage each case:
  - a) Competency for performance of self performance,
  - b) of having assisted in procedures,
  - c) of having observed.

SCORE 0-5

- Responsibility, punctuality, work up of case; involvement in treatment, follow-up reports.

SCORE 0-5

- Capacity to work in a team (Behaviour with colleagues, nursing staff and relationship with paramedicals).

SCORE 0-5

ॐ

~ Initiative, participation in discussions, research aptitude.

**SCORE 0-5**

Poor / Fair / below average / average / above average / excellent  
0 1 2 3 4 5

2.3.7.3 A Score of less than 3 in any of above items will represent unsatisfactory completion of internship.

2.3.7.4 Full registration shall only be given by the State Medical Council/Medical Council of India on the award of the MBBS degree by the university or its declaration that the candidate is eligible for it.

### 3.0 ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION

3.1 Eligibility Criteria: No Candidate shall be allowed to be admitted to the Medical Curriculum proper of first Bachelor of Medicine and Bachelor of Surgery (MBBS) Course until:

3.1.1 He/she shall complete the age of 17 years on or before 31<sup>st</sup> December of the year of admission to the MBBS Course.

3.1.2 He/she has passed qualifying examination as under:

3.1.2.1 The higher secondary examination or the Indian School Certificate Examination which is Equivalent to 10+2 Higher Secondary Examination after a period of 12 years study, the last two years of study comprising of physics, Chemistry, Biology/Biotechnology and any other elective subjects with English at a level not less than the core course for English as prescribed by the National Council for Educational Research and Training after the introduction of the 10+2+3 years educational structure as recommended by the National Committee on education.

**Note:** Where the course content is not as prescribed for 10+2 education structure of the National Committee, the candidates will have to undergo a period of one year pre professional training before admission to the Medical colleges.

Or

- 3.1.2.2 The Intermediate examination in science of an Indian University/Board or other recognized examining body with Physics, Chemistry and Biology/Bio-technology which shall include a practical test in these subjects and also English as a compulsory subject.

Or

- 3.1.2.3 The pre-professional/pre-medical examination with Physics, Chemistry and Biology/Bio technology, after passing either the higher secondary school examination, or the pre-university or an equivalent examination. The professional/pre-medical examination shall include a practical test in Physics, Chemistry & Biology/Bio-technology and also English as a compulsory subject.

Or

- 3.1.2.4 The first year of the three years degree course of a recognized University, with Physics, Chemistry and Biology/Bio-technology including a practical test in these subjects provided the examination is a "University Examination" and candidate has passed 10+2 with English at a level not less than a core course.

Or

- 3.1.2.5 B.Sc examination of an Indian University, provided that he/she has passed the B.Sc examination with not less than two of the following subjects Physics, Chemistry, Biology(Botany, Zoology)/Biotechnology and further that he/she has passed the earlier qualifying examination with the following subjects - Physics, Chemistry, Biology/Bio- technology and English.

Or

- 3.1.2.6 Any other examination which, in scope and standard is found to be equivalent to the intermediate science examination of an Indian University/Board, taking Physics, Chemistry and Biology/Bio technology including practical test in each of these subjects and English.
- 7

**Note:** The pre-medical course may be conducted either at Medical College or a Science College. Marks obtained in mathematics are not to be considered for admission to MBBS course. After the 10+2 course is introduced, the integrated courses should be abolished. Selection of Students: The selection of students to M.B.B.S. course shall be based solely on merit of the candidate and determination of merit shall be on the basis of a competitive entrance test.

### 3.2.1

Procedure for selection to MBBS course shall be as follows:-

#### 3.2.1.1

A candidate must have passed in the subjects of Physics, Chemistry, Biology/Bio-technology and English individually and must have obtained a minimum of 50% marks taken together in Physics, Chemistry & Biology/Bio-technology at the qualifying examination and in addition must have come in the merit list prepared as a result of such competitive entrance test by securing not less than 50% marks in Physics, Chemistry and Biology/Bio-technology taken together, conducted as per direction of the Supreme Court/MCI & Medical Education Dept. Govt. of M.P. The Selection of students will be done as per guidelines & policy of Hon'ble Supreme Court/ GOI/MCI/Medical Education Dept. Govt. of M.P.

#### 3.2.1.2

In respect of candidates belonging to Scheduled Castes, Scheduled Tribes or other Backward Classes the marks obtained in Physics, Chemistry and Biology/Bio-technology taken together in qualifying examination and competitive entrance examination be 40% instead of 50% as stated above.

#### 3.2.1.3

Provided that a candidate who has appeared in the qualifying examination the result of which has not been declared, he may be provisionally permitted to take up the competitive entrance examination and in case of selection for admission to the MBBS course, he shall

not be admitted to that course until he fulfills the eligibility criteria.

- 3.2.1.4 Provided that the eligibility criteria for admission to persons with locomotory disability of lower limbs will be a minimum of 45% marks instead of 50% taken together in qualifying examination and competitive entrance examination for admission in MBBS course.

### 3.3 Migration

- 3.3.1 Migration from one medical college to other is not a right of a student. However, migration of students from one medical college to another medical college in India may be considered by the Medical Council of India only in exceptional cases on extreme compassionate grounds\*, provided following criteria are fulfilled. Routine migrations on other grounds shall not be allowed.
- 3.3.2 Both the colleges, i.e. one at which the student is studying at present and one to which migration is sought, are recognized by the Medical Council of India.
- 3.3.3 The applicant candidate should have passed first professional MBBS examination.
- 3.3.4 The applicant candidate submits his application for migration, complete in all respects, to all authorities concerned within a period of one month of passing (declaration of results) the first professional Bachelor of Medicine and Bachelor of Surgery (MBBS) examination.
- 3.3.5 The applicant candidate must submit an affidavit stating that he/she will pursue 18 months of prescribed study before appearing at 11<sup>th</sup> professional Bachelor of Medicine and Bachelor of Surgery (MBBS) examination at the transferee medical college, which should be duly certified by the Registrar of the concerned University in which he/she is seeking transfer. The transfer will be applicable only after receipt of the affidavit.
- 3.3.6 Migration during clinical course of study shall not be allowed on any ground.
- 3.3.7 All applications for migration shall be referred to Medical Council of India by college authorities. The Institution / University shall not allow migrations directly without the approval of the Council. Council reserves the right, not to entertain any application which is not under the prescribed compassionate grounds and also to take independent



decisions where applicant has been allowed to migrate without referring the same to the Council.

**3.3.8 Compassionate grounds criteria for migration as laid down by MCI-**

- 3.3.8.1 Death of a supporting guardian.
- 3.3.8.2 Illness of the candidate causing disability.
- 3.3.8.3 Disturbed conditions as declared by Government in the Medical College area.

**3.3.9** Migration of students from one medical college to another medical college may be granted on any genuine ground subject to the availability of vacancy in the college where migration is sought and fulfilling the other requirements laid down in the Regulations. Migration would be restricted to 5% of the sanctioned intake of the college during the year. No migration will be permitted on any ground from one medical college to another located within the same city.

**3.3.10** Migration of students from one College to another is permissible only if both the colleges are recognized by the Central Government under section 11 (2) of the Indian Medical Council Act, 1956 and further subject to the condition that it shall not result in increase in the sanctioned intake capacity for the academic year concerned in respect of the receiving medical college.

**3.3.11** The applicant candidate shall be eligible to apply for migration only after qualifying in the first professional MBBS examination. Migration during clinical course of study shall not be allowed on any ground.

**3.3.12** For the purpose of migration an applicant candidate shall first obtain "No Objection Certificate" from the college where he is studying for the present and the university to which that college is affiliated and also from the college to which the migration is sought and the university to which that college is affiliated. He/She shall submit his application for migration within a period of 1 month of passing (Declaration of result of the 1st Professional MBBS examination) along with the above cited four "No Objection Certificates" to: (a) the Director of Medical Education of the State, if migration is sought from one college to another within the same State or (b) the Medical Council of India, if the migration is sought from one college to another located outside the State.

**3.3.13** A student who has joined another college on migration shall be eligible to appear in the IInd professional MBBS examination only after attaining the minimum attendance in that college in the subjects, lectures, seminars etc. required for appearing in the examination prescribed under Regulation 12(1).

**Note-1:** The Malwanchal University/Institutions shall frame appropriate guidelines for grant of No Objection Certificate or migration, as the case may be, to the students subject to provisions of these regulations.

**Note-2 :** Any request for migration not covered under the provisions of these Regulations shall be referred to the Medical Council of India for consideration on individual merits by the Director (Medical Education) of the State or the Head of Central Government Institution concerned. The decision taken by the Council on such requests shall be final.

**Note-3:** The Institution shall send intimation to the Medical Council of India about the number of students admitted by them on migration within one month of their joining. It shall be open to the Council to undertake verification of the compliance of the provisions of the regulations governing migration by the Colleges at any point of time.

#### 4.0 COMMENCEMENT OF COURSE

- 4.1 The M.B.B.S. course shall commence with effect from 1st August of respective year or as per prevailing rules.
- 4.2 The last date up to which students can be admitted against vacancies arising due to any reason shall be 30th September of respective year or as per prevailing rules.

#### 5.0 REGULATION RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENTS

- 5.1 Examination Regulations - Essentialities for qualifying to appear in professional examinations. The performance in essential components of training are to be assessed, based on:

5.1.1 Attendance 75% attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussions, tutorials, demonstrations, practicals, hospital (Tertiary Secondary, Primary) posting and bed side clinics etc.

##### 5.1.2 Internal Assessment

5.1.2.1 It shall be based on day to day assessment (see note), evaluation of student assignment, preparation for seminar, clinical case presentation etc.:

5.1.2.2 Regular periodical examinations shall be conducted throughout the course. The questions of number of examinations shall be decided by the Institutions.

5.1.2.3 Day to day records shall be given importance during internal assessment.

5.1.2.4 Weightage for the internal assessment shall be 20% of the total marks in each subject.

5.1.2.5 Student must secure at least 35% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final university examination of that subject.

5.1.2.6 Internal assessment shall relate to different ways in which students participation in learning participation in learning process during semesters in evaluated. Some examples are as follows: Preparation of subject for students seminar. Preparation of a clinical case for discussion. Clinical case study/problem solving exercise. Participation in Project for health care in the community (planning stage to evaluation). Proficiency in carrying out a practical or a skill in small research project. Multiple choice questions (MCQ) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/vacation work.

## 6.0 APPOINTMENT OF EXAMINERS

6.1 No person shall be appointed as an examiner in any of the subjects of the Professional examination leading to and including the final Professional examinations for the award of the MBBS degree unless he has taken at least five years previously, a doctorate degree of a recognized university or an equivalent qualification in the particular subject as per recommendation of the Council on teachers eligibility qualifications and has had at least five years of total teaching experience in the subject concerned in a college affiliated to a recognized university at a faculty position.

6.2 There shall be at least four examiners for 100 students, out of whom not less than 50% must be external examiners. Of the four examiners, the senior most internal examiner will act as the Chairman and co-ordinator of the whole examination program so that uniformity in the matter of assessment of candidates is maintained.

Where candidates appearing are more than 100, one additional examiner, for every additional 50 or part thereof candidates appearing, be appointed.

- 6.3 Non medical scientists engaged in the teaching of medical students as whole time teachers, may be appointed examiners in their concerned subjects provided they possess requisite doctorate qualifications and five year teaching experience of medical students after obtaining their postgraduate qualifications. Provided further that the 50% of the examiners (Internal & External) are from the medical qualification stream.
- 6.4 External examiners shall not be from the same university and preferably be from outside the state.
- 6.5 The internal examiner in a subject shall not accept external examiner ship for a college from which external examiner is appointed in his subject.
- 6.6 External examiners shall rotate at an interval of 2 years.
- 6.7 There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.
- 6.8 Except Head of the department of subject concerned in a college/institution, all other with the rank of reader or equivalent and above with requisite qualifications and experience shall be appointed internal examiners by rotation in their subjects; provided that where there are no posts of readers, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as examiner.

## 7.0 UNIVERSITY EXAMINATIONS: THEORY AND PRACTICAL

- 7.1 Theory papers will be prepared by the examiners as prescribed. Nature of questions will be short answer type/objective type and marks for each part indicated separately. Question papers should preferably be of short structure/objective type.
- 7.2 Practicals/clinicals will be conducted in the laboratories or hospital wards. The objective will be to assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion. Clinical cases should preferably include common diseases and not esoteric syndromes or rare disorders. Emphasis should be on candidate's capability in eliciting physical signs and their interpretation. Clinical cases/practicals shall take into account common diseases which the student is likely to come in contact in practice. Rare cases/obscure syndromes, long cases of neurology shall not- be put for final examination

- 7.3 Viva/oral includes evaluation of management approach and handling of emergencies. Candidates skill in interpretation of common investigative data, x-rays, identification of specimens, ECG etc. also is to be evaluated.
- 7.4 The examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary for knowledge, minimum skills along with clear concepts of the fundamentals which are necessary for him to carry out his professional day to day work competently. Evaluation will be carried out on an objective basis.
- 7.5 Question papers should preferably be of short structure/objective type.
- 7.6 Clinical cases/practicals shall take into account common diseases which the student is likely to come in contact in practice. Rare cases/obscure syndromes, long cases of neurology shall not be put for final examination.
- 7.7 During evaluation it shall be ascertained if the candidate has acquired the desired practical skills.
- 7.8 There shall be one main examination in a year and a supplementary to be held not later than 6 months after the publication of its results. Universities Examinations shall be held as under:-
- 7.8.1 First Professional:- In the second Semester of Phase I training, in the subjects of Anatomy, Physiology and Bio-Chemistry.
- 7.8.2 Second Professional:- In the Fifth Semester of Phase II training, in the subjects of Pathology, Microbiology, Pharmacy and Forensic Medicine.
- 7.8.3 Third Professional :- Pat I- in the Seventh Semester of Phase III, in the subjects of Ophthalmology, Oto-rhyno-laryngology and Community Medicine.
- 7.8.4 Third Professional :- Pat II-(Final Professional) - At the end of Phase III training in the subjects of Medicine, Surgery, Obstetrics & Gynecology and Pediatrics."

**Note:**

- a) Results of University examinations shall be declared before the start of teaching for next semester.
- b) Passing in 1st Professional is compulsory before proceeding to Phase II training.

- c) A student who fails in the llnd professional examination, should not be allowed to appear llrd Professional Pat I examination unless he passes all subjects of llnd Professional examination.
- d) Passing in llrd Professional (Part-1) is compulsory for being eligible for llrd Professional (Part II) examination

## 7.9 Distribution of marks to various disciplines:

### 7.9.1 First Professional examination:(Pre-clinical Subjects):-

#### 7.9.1.1. Anatomy:

Theory-Two papers of 50 marks each	
{One applied question of 10 marks in each paper}	100marks
Oral (Viva)	20 marks
Practical	40 marks
Internal assessment	
(Theory-20; Practical-20)	40 marks
Total 200 marks	

#### 7.9.1.2 Physiology including Biophysics

Theory-Two papers of 50 marks each	
{One applied question of 10 marks in each paper}	100marks
Oral (Viva)	20 marks
Practical	40 marks
Internal assessment	
(Theory-20; Practical-20)	40 marks
Total 200 marks	

#### 7.9.1.3 Biochemistry :

Theory-Two papers of 50 marks each	
{One applied question of 10 marks in each paper}	100marks
Oral (Viva)	20 marks
Practical	40 marks
Internal assessment	
(Theory-20; Practical-20)	40 marks
Total 200 marks	

7.9.1.4 Pass: In each of the subjects, a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% in Practicals.

## 7.9.2 Second Professional Examination: (Para-clinical subjects)

### 7.9.2.1 Pathology

Theory-Two papers of {One applied question of 10 marks in each paper)	40 marks each
Oral (Viva)	80marks
Practical	15 marks
Internal assessment (Theory-15; Practical-15)	25 marks
Total 150 marks	30 marks

### 7.9.2.2 Microbiology

Theory-Two papers of (One applied question of 10 marks in each paper)	40 marks each
Oral (Viva)	80 marks
Practical	15 marks
Internal assessment (Theory-15; Practical-15)	25 marks
Total 150 marks	30 marks

### 7.9.2.3 Pharmacology

Theory-Two papers of 40 marks each Containing one question on clinical therapeutics	80 marks
Oral (Viva)	15 marks
Practical	25 marks
Internal assessment (Theory-15; Practical-15)	30 marks
Total 150 marks	

### 7.9.2.4 Forensic Medicine

Theory-one paper	40 marks
Oral (Viva)	10 marks
Practical/Clinicals	30 marks
Internal assessment (Theory-10; Practical-10)	20 marks
Total 100 marks	

**7.9.2.5 Pass:** In each of the subjects, a candidate must obtain 50 % in aggregate with a minimum of 50% in Theory including oral and minimum of 50% in Practicals/clinical.

**7.9.3 Third Professional - Part I** To be conducted during end period of seventh semester.

**7.9.3.1 Ophthalmology**

Theory: One paper 40 marks /should contain one question on pre-clinical and para-clinical aspects, of 10 marks) oral (Viva) 10 marks Clinical 30 marks Internal assessment 20 marks (Theory-10; Practical-10) Total 100 marks

**7.9.3.2 Oto-Rhino-Laryngology** Theory: One paper 40 marks (should contain one question on pre-clinical and para-clinical aspects, of 10 marks) Oral (Viva) 10 marks Clinical 30 marks Internal assessment 20 marks (Theory-10 Practical-10) Total 100 marks

**7.9.3.3 Community Medicine including Humanities**

Theory: Two papers of 60 marks each 120 marks (includes problem solving, applied aspects of management at primary level including essential drugs, occupational (agro based) diseases, rehabilitation and social aspects of community). Oral (Viva) 10 marks Practical/Project evaluation 30 marks Internal assessment 40 marks (Theory -20; Practical-20) Total 200 marks

**7.9.3.4 Pass:** In each of the subjects a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% in practicals/clinical.

**7.9.4 Third Professional - Part II** Each paper shall have two sections. Questions requiring essay type answers may be avoided.

**7.9.4.1 Medicine** Theory- Two papers of 60 marks each 120 marks  
 Paper I- General Medicine Paper II- General Medicine (including Psychiatry, Dermatology and S.T.D.) (Shall contain one question on basic sciences and allied subjects) Oral (Viva) Interpretation of X-ray ECG, etc. 20 marks Clinical (Bed side) 100 marks Internal assessment 60 marks (Theory-30; Practical-0) Total 300 marks



**7.9.4.2** Surgery Theory-Two papers of 60 marks each 120 marks  
 Paper-I-General Surgery (Section 1) Orthopaedics (Section 2)  
 Paper II-General Surgery including Anaesthesiology, Dental diseases and Radiology. (shall contain one question on basic sciences and allied subjects) Oral (Viva) Interpretation of Investigative data 20 marks Clinical (Bed Side) 100 marks Internal assessment 60 marks (Theory-30; Practical-30) 60 marks Total 300 marks Paper 1 of Surgery shall have one section in Orthopaedics. The questions on Orthopaedic Surgery be set and assessed by examiners who are teachers in the Orthopaedic surgery.

**7.9.4.3** Obstetrics and Gynaecology Theory Two papers of 40 marks each 80 marks Paper I- Obstetrics including social obstetrics. Paper II - Gynaecology, Family Welfare and Demography (Shall contain one question on basic sciences and allied subjects) Oral (Viva) including record of delivery cases(20+10) 30 marks Clinical 50 marks Internal assessment (Theory-20; Practical-20) total 40 marks Total 200 marks

**7.9.4.4** Pediatrics: (Including Neonatology) Theory: One paper 40 marks (Shall contain one question on basic sciences and allied subjects) Oral (Viva) 10 marks Clinical 30 marks Internal assessment 20 marks (Theory-10; Practical-10) Total 100 marks

**7.9.4.5** Pass: In each of the subjects a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% in Practicals/clinicals.

## **7.10 Criteria for passing**

**7.10.1** Results of University examinations shall be declared before the start of teaching for next semester.

**7.10.2** Passing in 1st Professional is compulsory before proceeding to Phase II training.

**7.10.3** A student who fails in the II<sup>nd</sup> professional examination, should not be allowed to appear III<sup>rd</sup> Professional Part I

examination unless he passes all subjects of IInd Professional examination.

7.10.4 Passing in IIIrd Professional (Pat-I) is compulsory for being eligible for IIIrd Professional (Pat II) examination

7.11 Division and Merit list

7.11.1 The division shall be awarded only after 3rd part II university examination and shall be based on the aggregate marks obtained by the candidate at his /her successful attempts at the 1st, 2nd 3rd part I and 3rd part II M.B.B.S. University examinations. There shall be only three divisions as follows—

- 1st division with honors : 75 % and above
- 1st division : 60 % and above but below 75%
- 2nd division : 50 % and above but below 60%

7.11.2 The merit shall be declared by the university after the declaration of result of 3rd Part II M.B.B.S. university examination on the basis of the integrated performance of all the four M.B.B.S. university examinations. The merit list shall include first 10 candidates securing at least 1st division and passing all M.B.B.S. university examination in first attempts with all subjects taken together.

7.12 Condonation of deficiency in marks

7.12.1 The grace marks up to a maximum of five marks may be awarded at the discretion of the University to a student who has failed only in one subject but has passed in all other subjects.

7.12.2 After condonation of marks the result of the concerned M.B.B.S. university examination shall be declared as "Pass by condonation" or "Pass by grace".

## 8.0 REVALUATION / RE-TOTALING

8.1 Re-totaling-The university on application and remittance of stipulated fees as prescribed by the university shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/papers for theory of all

- subject for which a candidate has appeared in the university examination. Any error in addition of marks awarded, if identified shall be suitably rectified.
- 8.2 Revaluation- Revaluation of theory papers in all years of study of the M.B.B.S. course shall be permissible by the university on application and remittance of the prescribed fees within the stipulated time. Such answer scripts shall be reevaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the result reconsidered accordingly.

## 9.0 CANCELLATION OF ADMISSION

- 9.1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:
- 9.1.1 He/ She is not found to be qualified or eligible as per MCI norms and guidelines.
  - 9.1.2 He/She is found to have produced false I forged documents or found to have used unfair means to secure admission.
  - 9.1.3 He/she is found to be involved in serious breach of discipline in the institution or the university campus.

**APPENDIX-A****Prescribed Teaching Hours :-**

Following minimum teaching hours are prescribed in various disciplines:

<b>A,</b>	<b>Pre-Clinical Subjects</b>	<b>(Phase-1-First and Second Semester)</b>
	Anatomy	650 Hrs.
	Physiology	480 Hrs.
	Biochemistry	240 Hrs.
	Community Medicine	60 Hrs.
<b>B,</b>	<b>Para-Clinical Subjects</b>	<b>(Phase-II-5th to 7th Semester)</b>
	Pathology	300 Hrs.
	Pharmacology	300 Hrs.
	Microbiology	250 Hrs.
	Community Medicine	200 Hrs.
	(including 8 weeks postings of 3 hrs each)	
	Forensic Medicine	100 Hrs.

Teaching of para-clinical subjects shall be 4 hrs per day in 3rd Hrs Semester and 3Hrs per day in 4th and 5th Semesters (See attached Time Table)

**C Clinical Subjects**

1. Clinical postings as per chart attached.
2. Theory lectures, demonstrations and Seminars etc. in addition to clinical postings as under. The clinical lectures to be held from 4<sup>th</sup> Semester onwards (See attached Time Table)

Gen-Medicine	300 Hours
Gen. Surgery	300 Hours

Paediatrics	100 Hours
Orhopedics	100 Hours
T.B. and Chest	20 Hours
Ophthalmology	100 Hours
Psychiatry	20 Hours
ENT	70 Hours
Skin and STD	30 Hours
Radiology	20 Hours
Community Medicine	50 Hours
Dentistry	10 Hours
Anaesthesia	20 Hours
Obst & Gynae.	300 Hours

**Note:**

This period of training is minimum suggested. Adjustments where required depending on availability of time shall be made.

This period of training does not include university examination period. Extra time available be devoted to other Sub-specialties.

Clinical methods in Medicine and Surgery for whole class will be for 2 weeks each respectively at the start of 3rd semester.

This posting shall include training in Radio diagnosis.

This posting includes exposure to Rehabilitation Physiotherapy-

This posting includes exposure to laboratory medicine and infectious diseases. This posting includes exposure to dressing and Anesthesia.

This includes maternity training and Family medicine and the 3rd semester posting shall be in Fairly Welfare Planning.

**Ordinance No. 14**

**M.D., M.S. (Broad Specialty)  
DM & MCh. (Super Specialty)**

**GENERAL RULE**

These general rules are subject to alterations from time to time. The degree shall be conferred after the acceptance of thesis and passing in examination (Written, Viva and Practical).

**SUBJECTS OF AWARDS****Broad Specialty****M.D.**

1. Anatomy
2. Physiology
3. Biochemistry
4. Pathology
5. Pharmacology
6. Microbiology
7. Forensic Medicine
8. Community Medicine
9. General Medicine
10. Paediatrics
11. Anesthesiology
12. Dermatology, Venereology & Leprosy
13. Respiratory Medicine
14. Psychiatry
15. Radiodiagnosis
16. Radiotherapy
17. Emergency Medicine
18. Immuno Hematology and Blood Transfusion
19. Infectious diseases
20. Physical Medicine Rehabilitation
21. Geriatrics

**M.S.**

1. General Surgery
2. Obstetrics & Gynecology
3. Orthopaedics
4. Ophthalmology
5. E.N.T.

**Super Specialty****DM**

- Gastroenterology
- Cardiology
- Nephrology
- Neurology
- Endocrinology

**MCh**

- Cardio Thoracic Surgery
- Neuro Surgery
- Paediatric Surgery
- Plastic Surgery
- Onco Surgery
- Urology

**1.0 AIMS & OBJECTIVES****1.1 AIMS**

The goal of postgraduate medical education (Broad & Super Specialty) shall be to produce competent specialists and/or Medical teachers.

- 1.1.1 Who shall recognize the health needs of the community, and carry out professional obligations ethically and in keeping with the objectives of the national health policy.
- 1.1.2 Who shall have mastered most of the competencies, pertaining to the specialty, that are required to be practiced at the secondary and the tertiary levels of the health care delivery system;
- 1.1.3 Who shall be aware of the contemporary advance and developments in the discipline concerned;
- 1.1.4 Who shall have acquired a spirit of scientific inquiry and is oriented to the principles of research methodology and epidemiology; and
- 1.1.4 Who shall have acquired the basic skills in teaching of the medical and paramedical professionals

**1.2 OBJECTIVES**

At the end of the postgraduate training in the discipline concerned the student shall be able to;

- 1.2.1 Recognize the importance to the concerned specialty in the context of the health needs of the community and the national priorities in the health section.

- 1.2.2 Practice the specialty concerned ethically and in step with the principles of primary health care.
- 1.2.3 Demonstrate sufficient understanding of the basic sciences relevant to the concerned specialty.
- 1.2.4 Identify social, economic, environmental, biological and emotional determinants of health in a given case, and take them into account while planning therapeutic, rehabilitative, preventive and primitive measure/strategies.
- 1.2.5 Diagnose and manage majority of the conditions in the specialty concerned on the basis of clinical assessment, and appropriately selected and conducted investigations.
- 1.2.6 Plan and advice measures for the prevention and rehabilitation of patients suffering from disease and disability related to the specialty.
- 1.2.7 Demonstrate skills in documentation of individual case details as well as morbidity and mortality rate relevant to the assigned situation.
- 1.2.8 Demonstrate empathy and humane approach towards patients and their families and exhibit interpersonal behavior in accordance with the societal norms and expectations.
- 1.2.9 Play the assigned role in the implementation of national health programme, effectively and responsibly.
- 1.2.10 Organize and supervise the chosen/assigned health care services demonstrating adequate managerial skills in the clinic/hospital or the field situation.
- 1.2.11 Develop skills as a self-directed learner, recognize continuing education needs; select and use appropriate learning resources.
- 1.2.12 Demonstrate competence in basic concepts of research methodology and epidemiology, and be able to critically analyze relevant published research literature.
- 1.2.13 Develop skills in using educational methods and techniques as applicable to the teaching of medical/nursing students, general physicians and paramedical health workers.
- 1.2.14 Function as an effective leader of a health team engaged in health care, research or training.



### 1.3 STATEMENT OF THE COMPETENCIES:

Keeping in view the general objectives of postgraduate (Broad & Super Specialty) training, each discipline has developed specific competencies which has been defined and spelt out in clear terms. Each department has produced a statement to bring it to the notice of the trainees in the beginning of the program so that he or she can direct the efforts towards the attainment of these competencies.

### 1.4 COMPONENTS OF THE POSTGRADUATE CURRICULUM: (Broad & Super Specialty)

The major components of the Postgraduate curriculum shall be:

- 1.4.1 Theoretical knowledge
- 1.4.2 Practical and clinical skills.
- 1.4.3 Writing Thesis / Research articles.
- 1.4.4 Attitudes including communication skills.
- 1.4.5 Training in research methodology, Medical Ethics and Medico-legal aspects.-

## 2.0 COURSE STRUCTURE

- 2.1 Training Period and Time Distribution The period of training for obtaining the degrees (Broad & Super Specialty) shall be three completed years including the period of examination. Provided that in the case of students having a recognized two year postgraduate diploma course in the same subject, the period of training, including the period of examination, shall be two years in Broad Specialty.
- 2.2 Timing of Examinations:- The examinations shall be organized on the basis of grading or marking system to evaluate and certify candidate's level of knowledge, skill and competence at the end of the training and obtaining a minimum of 50% marks in theory as well as practical separately shall be mandatory for passing the whole examination. The examination for M.S./ M.D., DM & M.Ch. shall be held at the end of 3 academic years (six academic terms). The academic terms shall mean six months training period.

## 3.0 ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION

- 3.1 Eligibility Criteria: A. Candidate for M.D./M.S. degree must be

- 3.1.1 An M.B.B.S. degree of any University recognized by the Medical Council of India.

3.1.2 Completed one year of Internship by 30th March of calendar year of admission.

3.1.3 Eligibility Criteria: B. Candidate for DM/M.Ch. degree must possess MD/MS Degree in the subject as per MCI Norms.

3.2 Selection of Students: Students for Postgraduate medical courses (Broad & Super Specialty) shall be selected strictly on the basis of their academic merit:

3.2.1 The merit as determined by 'Common Entrance Test' conducted as per direction of the Supreme Court/MCI & Medical Education Dept. Govt. of M.P. The Selection of students will be done as per guidelines & policy of Hon'ble Supreme Court/ GOI/MCI/Medical Education Dept. Govt. of M.P. Provided that wherever entrance test for Postgraduate admission (Broad & Super Specialty) is held the minimum percentage of marks for eligibility for admission to postgraduate medical courses shall be fifty per cent for general category candidates and 40 per cent for the candidate belonging to Scheduled Castes, Scheduled Tribes and Other Backward classes or as prescribed by Statutory Body/Competent Authority.

3.3 Migration: Migration/transfer of students undergoing any postgraduate course (Broad & Super Specialty) shall not be permitted by any University or any authority.

#### 4.0 COMMENCEMENT OF COURSE

The M.D /M.S. course shall commence with effect from 1st May of respective year & DM/M.Ch. Course shall commence from 1<sup>st</sup> Aug or as prescribed by Statutory Body/Competent Authority. \_

#### 5.0 REGULATION RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENTS

5.1 Examination Regulations - Essentialities for qualifying to appear in professional examinations. The performance in essential components of training are to be assessed, based on:

5.1.1 Attendance: All candidates joining the Post Graduate training program shall work as full time residents during the period of training, attending not less than 80% (Eighty percent) of the training during each calendar year, and given full time responsibility, assignments and participation in all facets of the educational process.

**5.1.2 Internal Assessment:**

- 5.1.2.1 Post Graduate students shall maintain a record (log) book of the work carried out by them and the training program undergone during the period of training including details of surgical operations assisted or done independently by M.S. candidates.
- 5.1.2.2 The record books shall be checked and assessed by the faculty members imparting the training.
- 5.1.2.3 Internal assessment shall also be based on the following:-
- 5.1.2.3.1 Basic Medical Sciences Lectures, Seminars, Journal Clubs, Group Discussions, Participation in laboratory and experimental work, and involvement in research studies in the concerned specialty and exposure to the applied aspects of the subject relevant to clinical specialties.
- 5.1.2.3.2 Clinical disciplines In service training, with the students being given graded responsibility in the management and treatment of patients entrusted to their care; participation in Seminars, Journal clubs, Group Discussions, Clinical Meetings, Grand rounds. and Clinico Pathological Conferences; practical training in Diagnosis and medical and Surgical treatment; training in the Basic Medical Sciences, as well as in allied clinical specialties.

**6.0 APPOINTMENT OF EXAMINERS**

- 6.1 No person shall be appointed as an examiner in any subject unless he fulfils the minimum requirements for recognition as a Post Graduate teacher as laid down by the Medical Council of India and has teaching experience of 8 (Eight) years out of which he has not less than 5 (Five) years teaching experience after obtaining Post Graduate degree as a Lecturer / Asst. Professor. For external examiners, he should have minimum three years experience of examinership for Post Graduate diploma in the concerned subject. Out of internal examiners, one examiner shall be a professor and Head of Department or Head of Department.

- 6.2 There shall be at least four examiners in each subject at an examination out of which at least 50% (Fifty percent) shall be external examiners. The external examiner who fulfils the condition laid down in clause - 1 above shall ordinarily be invited from another recognized University, from outside the State: provided that in exceptional circumstances examinations may be held with 3 (three) examiners if two of them are external and Medical council of India is intimated with the justification of such examination and the result shall be published in such a case with the approval of Medical council of India.
- 6.3 An external examiner shall be ordinarily been appointed for not more than three years consecutively. Thereafter he may be reappointed after an interval of two years.
- 6.4 The internal examiner in a subject shall not accept external examiner ship for a college from which external examiner is appointed in his subject.
- 6.5 The same set of examiners shall ordinarily be responsible for the written, practical or part of examination.
- 6.6 There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.
- 6.7 The Head of the Department of the institution concerned shall ordinarily be one of the internal examiners and second internal examiner shall rotate after every two year.

## 7.0 UNIVERSITY EXAMINATIONS: THEORY AND PRACTICAL

### 7.1 THESIS

- 7.1.1 Every candidate shall carry out work on an assigned research project under the guidance of a recognized Post Graduate Teacher, the result of which shall be written and submitted in the form of a thesis.
- 7.1.2 Thesis shall be submitted and approved before commencement of theory and clinical / practical examination.
- 7.1.3 The thesis shall be examined by a minimum of four examiners: two internal and two external, and on acceptance of the thesis by minimum two examiners, including one external, the candidate shall be eligible for appearing for final examination.

## 7.2 THEORY

7.2.1 There shall be four theory papers,

7.2.2 One paper out of these shall be on Basic Medical Sciences, and fourth paper on Recent Advances.

7.2.3 The second and third paper shall be based on syllabus as specified by the concerned subject specialty.

7.2.4 The first and fourth theory paper shall be set and evaluated by two internal examiners and the second and third paper shall be set and evaluated by two external examiners.

7.2.5 The theory examination will be held sufficiently earlier than the Clinical and Practical examination, so that the answer books can be assessed and evaluated before the start of the clinical/Practical and Oral examination.

## 7.3 CLINICAL / PRACTICAL AND ORAL EXAMINATION

Practical examination shall consist of carrying out special investigative techniques for Diagnosis and Therapy. Oral examination shall be comprehensive to test the candidate's overall knowledge of the subject.

## 7.4 CRITERIA FOR PASSING

A candidate shall secure not less than 50% marks in each head which shall include (1) Theory (2) Practical/ Clinical and viva voce examination. Provided, that an examinee should obtain minimum 40% marks in each theory paper.

## 7.5 RESULT OF EXAMINATION

7.5.1 No marks will be assigned.

7.5.2 The fitness of the candidate for award of degree will be decided by all four examiner.

7.5.3 The results of the examinations will be declared as Pass / Fail in the concerned subject.

## 8.0 CANCELLATION OF ADMISSION

8.1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:

8.1.1 He/ She is not found to be qualified or eligible as per MCI norms and guidelines.

8.1.2 He/She is found to have produced false / forged documents or found to have used unfair means to secure admission.

8.1.3 He/ she is found to be involved in serious breach of discipline in the institution or the University camp.

**Ordinance No. 15**  
**BACHELOR OF DENTAL SURGERY (B.D.S.)**

**1.0 AIMS**

- 1.1** The dental graduates during training in the institutions should acquire adequate knowledge, necessary skills and such attitudes which are required for carrying out all the activities appropriate to general dental practice involving the prevention, diagnosis and treatment of anomalies and diseases of the teeth, mouth, jaws and associated tissues.

**1.2 GOALS OF EDUCATION AND TRAINING:**

Dental curriculum shall be oriented towards educating students of B.D.S. course to:

- 1.2.1** Take up the responsibilities of dental surgeon of first contact and be capable of functioning independently in both urban and rural environment.
- 1.2.2** Provide educational experience that allows hands-on-experience both in hospital as well as in community setting.
- 1.2.3** Make maximum efforts to encourage integrated teaching and de-emphasize compartmentalization of disciplines so as to achieve horizontal and vertical integration in different phases.
- 1.2.4** Offer educational experience that emphasizes health rather than only disease. Teach common problems of health and disease and to the national programs.
- 1.2.5** Use learner oriented methods, which would encourage clarity of expression, independence of judgement, scientific habits, problem solving abilities, self-initiated and self-directed learning.
- 1.2.6** Use of active methods of learning such as group discussions, seminars, role play, field visits, demonstrations, peer interactions etc., which would enable students to develop personality, communication skills and other qualities which are necessary.
- 1.2.7** Regular periodic assessment be done throughout the course. Examinations be designed with a view to assess not merely the knowledge but also practical and clinical skills, habits and values which are necessary for a graduate to carry out professional day to day work competently.
- 1.2.8** Establish a Dental Education Unit for faculty development, preparation of learning resource materials and for improving evaluation methods.
- 1.2.9** The graduate should also understand the concept of community oral health education and be able to participate in the rural health care delivery programs existing in the country.

**2.0 OBJECTIVES:**

**2.1** The objectives are dealt under three headings namely, (a) knowledge and understanding, (b) skills, and (c) attitudes.

**2.1.1** Knowledge and understanding: The graduate shall acquire the following during the period of training.

**2.1.2** Adequate knowledge of the scientific foundations on which dentistry is based and good understanding of various relevant scientific methods, principles of biological functions and shall be able to evaluate and analyze scientifically various established facts and data.

**2.1.3** Adequate knowledge of the development, structure and function of the teeth, mouth and jaws and associated tissues both in health and disease and their relationship and effect on the general state of health and also the bearing on physical and social well-being of the patient.

**2.1.4** Adequate knowledge of clinical disciplines and methods, which provide a coherent picture of anomalies, lesions and diseases of the teeth, mouth and jaws and preventive, diagnostic and therapeutic aspects of dentistry. Adequate clinical experience required for general dental practice.

**2.1.5** Adequate knowledge of biological function and behaviour of persons in health and sickness as well as the influence of the natural and social environment on the state of health so far as it affects dentistry.

**2.2 SKILLS:**

**2.2.1** A graduate shall be able to demonstrate the following skills necessary for practice of dentistry.

**2.2.2** Shall be able to diagnose and manage various common dental problems encountered in general dental practice, keeping in mind the expectations and the right of the society to receive the best possible treatment available wherever possible.

**2.2.3** Acquire skill to prevent and manage complications if encountered while carrying out various dental surgical and other procedures.

**2.2.4** Possess skill to carry out required investigative procedures and ability to interpret laboratory findings.

**2.2.5** Promote oral health and help to prevent oral diseases wherever possible.

**2.2.6** Competent in control of pain and anxiety during dental treatment.

**2.3 ATTITUDES:**

**2.3.1** A graduate shall develop during the training period the following attitudes. Willing to apply current knowledge of dentistry in the best interest of the patients and the community.

- 2.3.2 Maintain a high standard of professional ethics and conduct and apply these in all aspects of professional life.
- 2.3.3 Seek to improve awareness and provide possible solutions for oral health problems and needs throughout the community.
- 2.3.4 Willingness to participate in the continuing education programs to update knowledge and professional skills from time to time.
- 2.3.5 To help and to participate in the implementation of national health programs.

### 3.0 COURSE STRUCTURE:

#### 3.1 INFRASTRUCTURE:

The infrastructure like staff, equipment, instruments, materials, books and journals, space and clinical materials shall be as per the stipulations of Dental Council of India from time to time.

#### 3.2 AGE :

He/she shall complete the age of 17 years on or before 31<sup>st</sup> December, of the year of admission to the BDS course.

#### 3.3 ACADEMIC QUALIFICATION FOR ADMISSION :

3.3.1 He / she shall have passed qualifying examination as under :-

3.3.1.1 The higher secondary examination or the Indian School Certificate Examination which is equivalent to 10 + 2 Higher Secondary Examination after a period of 12 years study, the last two years of study comprising of Physics, Chemistry, Biology and Mathematics or any other elective subjects with English at a level not less than the core course for English as prescribed by the National Council of Educational Research and Training after the introduction of the 10+2+3 years educational structure as recommended by the National Committee on education;  
Note: Where the course content is not as prescribed or 10+2 educational structure of the National Committee, the candidates will have to undergo a period of one year pre-professional training before admission to the dental colleges;

Or

3.3.1.2 The intermediate examination in science of an Indian University/ Board or other recognized examining body with Physics, Chemistry and Biology which shall include practical tests in these subjects and also English as compulsory subjects.

Or

3.3.1.3 The pre-professional / pre-medical examination with Physics, Chemistry and Biology, after passing either the higher



secondary school examination, or the preuniversity or an equivalent examination. The preprofessional/ pre-medical examination shall include practical tests in Physics, Chemistry and Biology and also English as compulsory subjects.

Or

- 3.3.1.4 The first year of three year degree course of a recognized university, with physics, Chemistry and Biology including practical tests in three subjects provided the examination is a "University Examination" and candidate has passed 10+2 with English at a level not less than core courses.

Or

- 3.3.1.5 B.Sc. examination of an Indian University, provided that he/she has passed the B.Sc. examination with not less than two of the following subjects Physics, Chemistry, Biology (Botany, Zoology) and further that he/she has passed the earlier qualifying examination with the following subjects-Physics, Chemistry, Biology and English.

Or

- 3.3.1.6 Any other examination which, in scope and standard is found to be equivalent to the intermediate sciences examination of an Indian University/ Board, taking Physics, Chemistry and Biology including practical tests in each of these subjects and English.

### 3.4 ELIGIBILITY

- 3.4.1 The candidate must have passed in the subjects of Physics, Chemistry, Biology and English individually and must have obtained a minimum of 50% marks taken together in Physics, Chemistry & Biology at the qualifying examination and in addition must have come in the merit list prepared as a result of such competitive entrance test, by securing not less than 50% marks in Physics, Chemistry & Biology taken together conducted as per direction of the Supreme Court/DCI & Medical Education Dept. Govt. of M.P. The Selection of students will be done as per guidelines & policy of Hon'ble Supreme Court/ GOI/DCI/Medical Education Dept. Govt. of M.P.

In respect of candidates belonging to scheduled castes, scheduled tribes or any other categories notified by the Government, the marks obtained in Physics, Chemistry & Biology taken together in

**qualifying examination and competitive entrance test be 40% instead of 50% as stated above.**

- 3.4.2 Provided that a candidate who has appeared in the qualifying examination the result of which has not been declared, he may be provisionally permitted to take up the competitive entrance examination and in case of selection for admission to the BDS course, he shall not be admitted to that course until he fulfills the ability criteria as per above regulations.
- 3.4.3 Marks obtained in Mathematics are not to be considered for admission to BDS course.

#### **4.0 CRITERIA FOR SELECTION :**

- 4.1 Students for Bachelor of Dental Surgery (BDS) course shall be selected strictly on the basis of their academic MERIT and on the basis of merit as determined by the competitive entrance test conducted as per direction of the Supreme Court/DCI & Medical Education Dept. Govt. of M.P. The Selection of students will be done as per guidelines & policy of Hon'ble Supreme Court/ GOI/DCI/Medical Education department Govt. of M.P.
- 4.2 The minimum percentage of marks for eligibility for admission to BDS Courses shall be 50% for general category candidates and 40% for the candidates belonging to Scheduled Castes and Scheduled Tribes, obtained in Common Entrance examination or as prescribed by Statutory Body/Competent Authority.

#### **5.0 CANCELLATION OF ADMISSION & DISCHARGE FROM THE COURSE:**

Admission shall be cancelled and discharged from the course on the written orders of the Vice Chancellor if:

- 5.1 Any student who does not clear the first BDS University Examination in all subjects within 3 years from the date of admission.
- 5.2 Any student found to have obtained admission in fraudulent manner, if the documents furnished for gaining admission by any student are found to be forged/ false/ doctored at any stage of study.
- 5.3 If any student is found to be involved in serious breach of discipline.

#### **6.0 MIGRATION:**

- 6.1 Migration of the candidate from one Institute to other is not a RIGHT.
- 6.2 However, migration of student of BDS course under Malwanchal University to any other Recognized Institute in India or Students from any other Recognized Institute in India to Malwanchal University shall be governed by the Migration rules as laid down by Dental Council of India from time to time.

**7.0 DURATION OF THE COURSE:**

7.1 The undergraduate dental training program leading to BDS degree shall be of 4 academic years with 240 teaching days in each academic year and 12 months of compulsory paid rotatory Internship training.

7.1.1 Candidates shall be permitted to undergo Twelve months of compulsory paid rotatory Internship training only after passing of all the subjects in final BDS course and it shall be done in a recognized Dental College/Institution as per the prescribed rules and regulations as laid down by the University from time to time.

7.2 During this period, the student shall be required to have engaged in full time study.

7.3 Subjects of Study - First Year:

7.3.1 General Human Anatomy, Embryology, Osteology, Histology including Medical Genetics.

7.3.2 General Human Physiology and Biochemistry, Nutrition and Dietetics.

7.3.3 Dental Anatomy, Embryology and Oral Histology

7.3.4 Dental Materials

7.3.5 Pre-Clinical Prosthodontic and Crown and Bridge

7.4 Subjects of Study - Second Year:

7.4.1 General Pathology and Microbiology

7.4.2 General and Dental Pharmacology and Therapeutics

7.4.3 Dental Materials

7.4.4 Pre-clinical Conservative Dentistry

7.4.5 Pre-clinical Prosthodontics and Crown & Bridge

7.4.6 Oral Pathology & Oral Microbiology

7.5 Subjects of Study - Third Year

7.5.1 General Medicine

7.5.2 General Surgery

7.5.3 Oral Pathology and Oral Microbiology

7.5.4 Conservative Dentistry and Endodontics

7.5.5 Oral & Maxillofacial Surgery

7.5.6 Oral Medicine and Radiology

7.5.7 Orthodontics & Dentofacial Orthopedics

7.5.8 Pediatric & Preventive Dentistry

7.5.9 Periodontology

7.5.10 Prosthodontics and Crown & Bridge

7.5.11 Public Health Dentistry

7.6 Subjects of Study - Fourth Year

7.6.1 Orthodontics & Dentofacial orthopedics

- 7.6.2 Oral Medicine & Radiology
- 7.6.3 Paediatric & Preventive Dentistry
- 7.6.4 Periodontology
- 7.6.5 Oral & Maxillofacial Surgery
- 7.6.6 Prosthodontics and Crown & Bridge
- 7.6.7 Conservative Dentistry and Endodontics
- 7.6.8 Public Health Dentistry

#### 8.0 COURSE COMMENCEMENT:

- 8.1 The B.D.S. course shall commence with effect from 1st August of respective year or as per prevailing rules.
- 8.2 The last date up to which students can be admitted against vacancies arising due to any reason shall be 30th September of respective year or as per prevailing rules.

#### 9.0 EXAMINATIONS:

- 9.1 Evaluation is a continuous process, which is based upon criteria developed by the concerned authorities with certain objectives to assess the performance of the learner. This also indirectly helps in the measurement of effectiveness and quality of the concerned B.D.S. programme.
- 9.2 Evaluation is achieved by two processes.
- 9.3 Formative or internal assessment: Formative evaluation is done through a series of tests and examinations conducted periodically by the institution.
- 9.4 Summative or university examinations: Summative evaluation is done by the university through examination conducted at the end of the specified course.

#### 10.0 METHODS OF EVALUATION: Evaluation may be achieved by the following tested methods:

- 10.1 Written test
- 10.2 Practicals
- 10.3 Clinical examination
- 10.4 Viva voce

#### 11.0 INTERNAL ASSESSMENT EXAMINATION:

- 11.1 Minimum of 3 periodical internal assessment examinations shall be conducted in each subject.
- 11.2 Average marks of three examinations shall be computed for the University examinations.
- 11.3 The Internal assessment examinations shall be conducted in proper manner on the dates announced in the examination schedule prepared at Institution level.

- 11.4 For repeater students, no amendment will be made in the final internal assessment marks once submitted in the university examination.

## 12.0 CRITERIA FOR A PASS:

- 12.1 To pass the examination in a subject, a candidate shall secure a minimum of 50 % of the total marks in any subject computed as aggregate for (A) theory, i.e., written, viva voce and internal assessment and (B) Practicals/Clinicals including internal assessment, separately and 50% in aggregate marks of A & B combined mentioned above.

- 12.2 In case of Pre-clinical Prosthodontics and Crown & Bridge and Pre clinical conservative dentistry in II year BDS, where there is no written examination, minimum for pass is 50% of marks in Aggregate of Practical and Viva voce in University examination and Internal Assessment examination i.e. 50/100 marks.

## 12.3 CLASS DECLARATION IN THE RESULTS :

- 12.3.1 Class declaration is applicable to the candidates who are appearing for a whole (all the subjects) examination together in one and first attempt only.

12.3.1.1 Second Class: Total Aggregate marks above 50% and below 65%.

12.3.1.2 First class: Total Aggregate marks 65% and above and below 75%.

12.3.1.3 Distinction class: Total Aggregate marks 75 % and above.

- 12.3.2 Candidates as defined in (12.3.1 ) and who have passed the examination in any class and have secured marks of 75% & above in aggregate of individual subject/ subjects shall also be declared to have passed individual subject / subjects in DISTINCTION CLASS in the respective subject/subjects.

- 12.3.3 Candidates, appearing all the papers together or individual subjects in second and subsequent attempts shall be declared to have passed the examination in Pass class. There shall be no provision for declaration of Second, First and Distinction class, if even they secure requisite marks.

- 12.3.4 Grace Marks: Grace marks upto a maximum of 5 marks may be awarded to students who have failed only in one subject but passed in all other subjects. However, the total marks obtained without grace marks shall not be altered.

## 12.4 MERIT LIST IN THE UNIVERSITY:

- 12.4.1 University shall declare the list of students in Merit of maximum of 5% of regular candidates appearing in the examinations, among Constituent Institution/Institutions.

12.4.2 In each professional examination of regular batch.

12.4.3 Overall Merit in the University based on aggregate of marks of all the professional examinations together.

12.4.4 Student passing the examination with grace marks shall not be considered forward of merit.

### 13.0 RE-TOTALING & RE-VALUATION:

13.1 Re-evaluation: The objective of re-evaluation is to ensure that the student receives a fair evaluation in the university examination and to minimize human error and extenuating circumstances. There shall be two mechanisms as prescribed by the Malwanchal University from time to time.

13.2 The facility of retotaling and revaluation shall be permissible only for written theory papers and not for Viva voce or Practical/ Clinical examinations.

13.3 The University on application and remittance of a stipulated fee as prescribed by the university, shall accord opportunity to recount the marks received for various questions in an answer paper/ papers for theory of all subjects for which the candidate has applied for recounting. Error, if any in totaling of the marks shall be suitably rectified and results modified if necessary.

13.4 Re-valuation of theory papers in all years of study of the BDS course shall be permissible by the university on application and remittance of a prescribed fee. Such answer script shall be re-valuated by not less than two duly qualified examiners and the average of marks obtained in revaluation shall be awarded to the candidate and the result accordingly reconsidered.

### 14.0 ATTENDANCE REQUIREMENT, PROGRESS AND CONDUCT:

14.1 Minimum of 75% in theory and 75% attendance in practical /Clinical separately in each subject.

14.2 In case of a subject in which there is no examination at the end of the academic year/semester, the percentage of attendance shall not be less than 70%. However, at the time of appearing for the professional examination in the subject, the aggregate percentage of attendance in the subject should satisfy condition (14.1) above.

14.3 The HOI shall certify the progress and conduct of the candidates based on the periodical assessment and monitoring.

### 15.0 EXAMINERS FOR THE UNIVERSITY EXAMINATIONS:

#### APPOINTMENT OF EXAMINERS

Qualification and experience to be eligible for examinership for BDS examination.

15.1 There shall be two examiners. One internal from within the University and one external from outside the university.

15.2 Both the examiners shall be appointed by the University.

15.3 Shall possess M.D.S/MD/MS/Ph.D., Degree in the concerned specialty from a recognized Institution.

15.4 Shall possess a minimum of 4 years teaching experience in the specialty after PG qualification in the specialty in a Dental College / Medical College approved / recognized by the DCI / MCI.

15.5 In the Medical subjects, examiners shall be preferably from among the teachers teaching respective Medical subject/ subjects in any Dental College approved / recognized by the DCI.

15.6 Should be holding the post of a Reader or Associate Professor or above in a Dental/ Medical Institution approved/ recognized by the DCI / MCI.

15.7 In case of General Human Physiology and Biochemistry, Nutrition and Dietetics, if Internal examiner is from Physiology, External examiner should be from Biochemistry or vice versa.

15.8 In case of General Pathology and Microbiology if Internal examiner is from Pathology, External examiner should be from Microbiology or vice versa.

15.9 In case of Dental Materials, if internal examiner is from Prosthodontics, external examiners should be from Conservative Dentistry or vice versa.

15.10 Reciprocal arrangement of Examiners should be discouraged, in that, the Internal Examiner in a subject should not accept external examinership for a College from which External Examiner is appointed in his subject for the corresponding period.

15.11 No person shall be an Examiner to the same subject / Institution for more than 3 consecutive years. However, if there is a break of one year, the person can be re-appointed. This provision may be relaxed with prior approval of Vice Chancellor.

#### 16.0 SCHEME OF UNIVERSITY EXAMINATIONS:

16.1 The scheme of examination for B.D.S. course shall be divided into 1st.B.D.S. professional examination at the end of the first academic year, 2<sup>nd</sup> B.D.S. professional examination at the end of second year, 3<sup>rd</sup> B.D.S. professional examination at the end of third, 4th BDS professional examination at the end fourth year.

16.2 There shall be two examinations in each academic year (Regular and Supplementary).

16.3 The examination shall be open to a candidate who satisfies the requirements of attendance, progress and other rules as laid down by the University.

16.4 A candidate failed (or not allowed to appear due to any reason) in one or more subjects examinations, is not entitled to be promoted to the next higher class till the candidate clears all the subjects of the concerned year.

- 16.4.1 Any candidate not allowed to appear for examination due to shortage of attendance must make up the lagging attendance in the concerned subject to be eligible to appear in the next examination.

#### SUBJECTS IN EACH PROFESSIONAL EXAMINATION:

##### 16.5 1<sup>st</sup> year B.D.S. Examination:

- 16.5.1 General Human Anatomy, Embryology, Osteology, Histology including Medical Genetics.

- 16.5.2 General Human Physiology and biochemistry, nutrition and dietetics

- 16.5.3 Dental Anatomy, Embryology and Oral Histology

##### 16.6 2<sup>nd</sup> year B.D.S. Examination:

A candidate who has not successfully completed the 1<sup>st</sup> B.D.S. examination cannot appear in the 2<sup>nd</sup> year B.D.S. Examination.

- 16.6.1 General pathology and Microbiology

- 16.6.2 General and Dental pharmacology and therapeutics

- 16.6.3 Dental Materials

- 16.6.4 Pre-Clinical Conservative Dentistry - Only Practical and Viva Voce

- 16.6.5 Pre-Clinical Prosthodontics & Crown & Bridge- Only Practical and Viva Voce

##### 16.7 3<sup>rd</sup> Year B.D.S. Examination

A candidate who has not successfully completed the 2<sup>nd</sup> B.D.S. examination cannot appear in the 3<sup>rd</sup> year B.D.S. Examination.

- 16.7.1 General Medicine

- 16.7.2 General Surgery

- 16.7.3 Oral Pathology and Oral Microbiology

##### 16.8 4<sup>th</sup> Year B.D.S. Examination:

A candidate who has not successfully completed the 3<sup>rd</sup> B.D.S. examination cannot appear in the 4<sup>th</sup> year B.D.S. Examination.

- 16.8.1 Oral Medicine and radiology

- 16.8.2 Public Health Dentistry

- 16.8.3 Orthodontics & dentofacial orthopaedics

- 16.8.4 Periodontology

- 16.8.5 Prosthodontics and Crown & Bridge

- 16.8.6 Conservative Dentistry and Endodontics

- 16.8.7 Oral and Maxillofacial Surgery

- 16.8.8 Paediatric & Preventive Dentistry

#### 0 SCHEME OF WRITTEN EXAMINATION:

- 17.1 The written examination in each subject shall consist of one paper of three hours duration and shall have maximum marks of 70. The paper shall contain Section A & B with 35 marks each.



- 17.2 In the subjects of General Human Physiology and Biochemistry, Nutrition and Dietetics, and Pathology & Microbiology each paper will be divided into two parts with Physiology in part A and Biochemistry in part B, similarly General Pathology in part A and Microbiology in part B with 35 marks each.
- 17.3 The nature of questions set, will be aimed to evaluate students of different standards ranging from average to excellent.
- 17.5 The questions should cover as broad an area of the content of the course. The essay questions should be properly structured and the marks specifically allotted.

#### 18.0 SCHEME OF PRACTICAL / CLINICAL EXAMINATION:

##### Objective Structured Clinical Evaluation:

- 18.1 The clinical and practical examination should provide a number of chances for the candidate to express one's skills. A number of examination stations with specific instructions to be provided. This can include clinical procedures, laboratory experiments, spotters, etc. Evaluation must be made objective and structured. The method of objective structured clinical examinations should be followed. This will avoid examiner bias because both the examiner and the examinee are given specific instructions on what is to be observed at each station.

##### 18.2 Record & Log Books:

The candidate should be given credit for his/her records based on the scores obtained in the record. The marks shall form part of practical/clinical examination.

#### 19.0 VIVA VOCE:

Viva voce is an excellent mode of assessment because it permits a fairly broad coverage and it can assess the problem solving capacity of the student. An assessment related to the affective domain is also possible through viva voce. It is desirable to conduct the viva voce independently by each examiner. In order to avoid vagueness and to maintain uniformity of standard and coverage, questions can be pre-formulated before administering them to each student. Twenty marks are exclusively allotted for viva voce and that can be divided equally amongst the examiners, i.e., 10 marks per examiner.

#### 20.0 MARKS DISTRIBUTION IN EACH SUBJECT:

Each subject in every year of B.D.S. shall have a maximum of 200 marks, with theory being 100 marks and practicals / clinicals being 100 marks, except Preclinical Prosthodontics and Pre-clinical Conservative dentistry in 2<sup>nd</sup> B.D.S. which shall have a maximum of 100 marks respectively as practicals and viva voce only.

##### 20.1 Theory:

DIVISION	MARKS
Theory written exam	70

Viva Voce	20
Theory Internal assessment	10
<b>TOTAL</b>	<b>100</b>

## 20.2 Practical / Clinical:

DIVISION	MARKS
Practical exam	90
Practical Internal assessment	10
<b>TOTAL</b>	<b>100</b>

20.3 Only practical and viva voce in university examinations:  
Pre-clinical Prosthodontics & Crown & Bridge in 2<sup>nd</sup> B.D.S.:

DIVISION	MARKS
Practical Exam	60
Viva voce	20
Practical Internal assessment	20
<b>TOTAL</b>	<b>100</b>

20.4 In 1<sup>st</sup> year B.D.S., the subject General Human Physiology and biochemistry, nutrition and dietetics, shall have the following marks distribution for Physiology and Biochemistry respectively:

DIVISION	MARKS
Theory written exam	35
Viva Voce	10
Theory Internal assessment	5
<b>TOTAL</b>	<b>50</b>

DIVISION	MARKS
Practical exam	45
Practical Internal assessment	5
<b>TOTAL</b>	<b>50</b>

21.0 SCHEME OF WRITTEN PAPERS AND PRACTICAL/  
CLINICAL EXAMINATIONS IN VARIOUS SUBJECTS:

- 21.1 In theory written papers, each section A & B shall respectively have long essay questions and short notes.
- 21.2 In 1<sup>st</sup> year B.D.S., the subject General Human Physiology and biochemistry, nutrition and dietetic, section A shall be allotted to Physiology and section B to Biochemistry.
- 21.3 In 2<sup>nd</sup> year B.D.S., the subject General pathology and Microbiology, section A shall be allotted to General Pathology and section B to Microbiology.
- 21.4 All subjects shall have the following scheme:

**22.0 QUALIFICATION AND EXPERIENCE OF TEACHING FACULTY:**

Qualification and experience of various cadres of teaching faculty as prescribed by Dental Council of India from time to time shall be applicable to the Faculty in Dental Institutions of Malwanchal University.

**23.0 TEACHING SCHEDULE:**

The following are the minimum prescribed teaching hours in various subjects of BDS course as per DCI regulations:

S. NO.	SUBJECT	LECTURE HOURS	PRACTICAL HOURS	CLINICAL HOURS	TOTAL HOURS
1.	General Human Anatomy, Embryology, Osteology, Histology including Medical Genetics	100	175	-	275
2.	General Human Physiology	120	60	-	180
	Biochemistry, Nutrition and Dietetics	70	60	-	130
3.	Dental Materials	80	240	-	320
4.	Dental Anatomy, Embryology, and Oral Histology	105	250	-	355
5.	Dental Pharmacology and Therapeutics	70	20	-	90
6.	General Pathology	55	55	-	110
	Microbiology	65	50	-	115
7.	General Medicine	60	-	90	150
8.	General Surgery	60	-	90	150
9.	Oral Pathology and Oral Microbiology	145	130	-	275
10.	Oral Medicine and Radiology	65	-	200	265
11.	Paediatric & Preventive Dentistry	65	-	200	265
12.	Orthodontics & Dentofacial Orthopaedics	50	-	200	250
13.	Periodontology	80	-	200	280
14.	Oral & Maxillofacial	70	-	360	430

S. NO.	SUBJECT	LECTURE HOURS	PRACTICAL HOURS	CLINICAL HOURS	TOTAL HOURS
	Surgery				
15.	Conservative Dentistry and Endodontics	135	200	460	795
16.	Prosthodontics & Crown & Bridge	135	300	460	895
17.	Public Health Dentistry	60	-	290	350
	TOTAL	1590	1540	2550	5680

## 24.0 CURRICULUM OF DENTAL INTERNSHIP PROGRAMME

- 24.1 The duration of Internship shall be one year.
- 24.2 All parts of Internship shall be done in a Dental College duly recognized / approved by the Dental Council of India for the purpose of imparting education and training to Dental graduates in the country.
- 24.3 The Interns shall be paid stipendiary allowance during the period of an internship not extending beyond a period of one year.
- 24.4 The internship shall be compulsory and rotating as per the regulations prescribed for the purpose.
- 24.5 The degree-BDS shall be granted after completion of internship.
- 24.6 Determinants of Curriculum for internship for Dental Graduates:  
The curricular contents of internship training shall be based on:
- 24.6.1 Dental health needs of the society.
- 24.6.2 Financial, material and manpower resources available for the purpose.
- 24.6.3 National Dental Health Policy.
- 24.6.4 Socio-economic conditions of the people in general.
- 24.6.5 Existing Dental as also the primary health care concept for the delivery of health services.
- 24.6.6 Task analysis of what graduates in Dentistry in various practice settings, private and government service actually perform.
- 24.6.7 Epidemiological studies conducted to find out prevalence of different dental health problems, taking into consideration the magnitude of dental problems, severity of dental problems and social disruption caused by these problems.
- 24.7 Objectives
- 24.7.1 To facilitate reinforcement of learning and acquisition of additional knowledge:
- 24.7.1.1 Reinforcement of knowledge.
- 24.7.1.2 Techniques & resources available to the individual and the community; Social and cultural setting.

- 24.7.1.3 Training in an phased manner, from a shared to a full responsibility.
- 24.7.2 To facilitate the achievement of basic skills: attaining competence vs. maintaining competence in:
  - 24.7.2.1 History taking.
  - 24.7.2.2 Clinical Examination.
  - 24.7.2.3 Performance and interpretation of essential laboratory data.
  - 24.7.2.4 Data analysis and inference.
  - 24.7.2.5 Communication skills aimed at imparting hope and optimism in the patient.
  - 24.7.2.6 Attributes for developing working relationship in the Clinical setting and Community team work.
- 24.7.3 To facilitate development of sound attitudes and habits:
  - 24.7.3.1 Emphasis on individual and human beings, and not on disease/symptoms.
  - 24.7.3.2 Provision of comprehensive care, rather than fragmentary treatment.
  - 24.7.3.3 Continuing Dental Education and Learning of accepting the responsibility.
- 24.7.4 To facilitate understanding of professional and ethical principles:
  - 24.7.4.1 Right and dignity of patients.
  - 24.7.4.2 Consultation with other professionals and referral to seniors/institutions.
  - 24.7.4.3 Obligations to peers, colleagues, patients, families and Community.
  - 24.7.4.4 Provision of free professional services in an emergent situation.
- 24.7.5 To initiate individual and group action, leading to disease prevention and dental health promotion, at the level of individuals, families and the community.
- 24.8 Content (subject matter):
 

The compulsory rotating paid Dental Internship shall include training in:

  - 24.8.1 Orthodontics & Dentofacial orthopedics
  - 24.8.2 Oral Medicine & Radiology
  - 24.8.3 Paediatric & Preventive Dentistry
  - 24.8.4 Periodontology
  - 24.8.5 Oral & Maxillofacial Surgery
  - 24.8.6 Prosthodontics and Crown & Bridge
  - 24.8.7 Conservative Dentistry and Endodontics
  - 24.8.8 Public Health Dentistry
  - 24.8.9 Oral Pathology and oral microbiology

**24.9 General Guidelines:**

**24.9.1** It shall be takes oriented training. The interns should participate in various institutional and field programmes and be given due responsibility to perform theactivities in all departments of the Dental Colleges and associated institutions.

**24.9.2** To facilitate achievement of basic skills and attitudes the following facilities should be provided to all dental graduates:

- 24.9.2.1** History taking examination, diagnosis, charting and recording treatment plan of case presentation of cases in a group of Seminar.
- 24.9.2.2** Care and sterilization of instruments used.
- 24.9.2.3** Performance and interpretation of essential laboratory tests and other relevant investigations.
- 24.9.2.4** Data analysis and inference.
- 24.9.2.5** Proper use of antibiotics, anti-inflammatory and other drugs, as well as other thereapeutive modalities.
- 24.9.2.6** Education of patients, their relatives and community on all aspects of dental health car while working in the institution as also in the field.
- 24.9.2.7** Communication aimed at inspiring hope, confidence and optimism.
- 24.9.2.8** Legal rights of patients and obligations of dental graduate under forensicjurisprudence.

**24.10 Elective Posting:**

The interns shall be posted for 15 days in any of the dental departments of their choice mentioned in the foregoing.

**24.11 Departments of Postings:**

- 24.11.1** Oral Medicine and Radiology
- 24.11.2** Paediatric & Preventive Dentistry
- 24.11.3** Orthodontics & Dentofacial Orthopaedics
- 24.11.4** Periodontology
- 24.11.5** Oral & Maxillofacial Surgery
- 24.11.6** Conservative Dentistry and Endodontics
- 24.11.7** Prosthodontics & Crown & Bridge
- 24.11.8** Public Health Dentistry
- 24.11.9** Oral Pathology & Oral Microbiology
- 24.11.10** Elective

**Ordinance No. 16****MASTER OF DENTAL SURGERY (MDS) COURSE 03 Years Course****1.0 AIMS**

The aims of postgraduate training in various specialties is to train M.D.S. student who will:

- 1.1 Practice respective specialty efficiently and effectively, backed by scientific knowledge and skill.
- 1.2 Exercise empathy and caring attitude and maintain high ethical standards.
- 1.3 Continue to evince keen interest in continuing professional education in the specialty and allied specialties irrespective of whether in teaching or practice.
- 1.4 Willing to share the knowledge and skills with any learner, junior or a colleague.
- 1.5 To develop the faculty for critical analysis and evaluation of various concepts and views, to adopt the most rational approach.

**2.0 OBJECTIVES:**

The objective is to train a candidate so as to ensure higher competence in both general and special area of interest and prepare him for a career in teaching, research and specialty practice. A candidate must achieve a high degree of clinical proficiency in the subject matter and develop competence in research and its methodology as related to the concerned field. The above objectives are to be achieved by the time the candidate completes the course. The objectives may be considered as knowledge (cognitive domain), skills (psychomotor domain), human values, ethical practice and communication abilities.

**2.1 KNOWLEDGE:**

- 2.2.1 Demonstrate understanding of basic sciences relevant to specialty.
- 2.2.2 Describe etiology, pathophysiology, principles of diagnosis and management of common problems within the specialty in adults and children.
- 2.2.3 Identify social, economic, environmental and emotional determinants in a given case and take them into account for planning treatment.
- 2.2.4 Recognize conditions that may be outside the area of specialty/competence and to refer them to an appropriate specialist.
- 2.2.5 Update knowledge by self study and by attending courses, conferences and seminars relevant to specialty.
- 2.2.6 Undertake audit, use information technology and carryout research both basic and clinical with the aim of publishing or presenting the work at various scientific gatherings.

**2.2 SKILLS:**

- 2.3.1 Take a proper clinical history, examine the patient, perform essential diagnostic procedures and order relevant tests and interpret them to come to a reasonable diagnosis about the condition.
- 2.3.2 Acquire adequate skills and competence in performing various procedures as required in the specialty.

**2.3 HUMAN VALUES, ETHICAL PRACTICE AND COMMUNICATION ABILITIES:**

- 2.3.1 Adopt ethical principles in all aspects of practice.
- 2.3.2 Professional honesty and integrity are to be fostered.
- 2.3.3 Patient care is to be delivered irrespective of social status, caste, creed or religion of the patient.
- 2.3.4 Develop communication skills, in particular and skill to explain various options available in management and to obtain a true informed consent from the patient.
- 2.3.5 Provide leadership and get the best out of his team in a congenial working atmosphere.
- 2.3.4 Apply high moral and ethical standards while carrying out human or animal research.
- 2.3.5 Be humble and accept the limitations in his knowledge and skill and to ask for help from colleagues when needed.
- 2.3.6 Respect patient's rights and privileges including patient's right to information and right to seek a second opinion.

**3.0 INFRASTRUCTURE**

- 3.1 The Infrastructure like staff, equipment, instruments, materials, books and journals, space, clinical material and number of students in each specialty shall be as per the stipulations of Dental Council of India from time to time.

**4.0 M.D.S COURSE BRANCHES/SPECIALITIES FOR THE MDS DEGREE**

- 4.1 Prosthodontics and Crown & Bridge
- 4.2 Periodontology
- 4.3 Oral & Maxillofacial Surgery
- 4.4 Conservative Dentistry and Endodontics
- 4.5 Orthodontics & Dentofacial Orthopedics
- 4.6 Oral Pathology & Microbiology
- 4.7 Public Health Dentistry
- 4.8 Paedodontics & Preventive Dentistry
- 4.9 Oral Medicine & Radiology



**5.0 ELIGIBILITY FOR ADMISSION**

- 5.1 A candidate for admission to the MDS course (Master of Dental Surgery) must have a recognized degree of BDS (Bachelor of Dental Surgery) awarded by an Indian University in respect of recognized Dental College under Section 10(2) of the Dentists Act, 1948 or an equivalent qualification recognized by the Dental Council of India (DCI) and should have obtained permanent registration with any State Dental Council on or before date as per DCI norms with respect to date of admission. Candidates not possessing a recognized Dental qualification for the above purpose shall secure the prior approval of his qualifications by the DCI before he can be admitted to the MDS Course.
- 5.2 Provided that in the case of a foreign national, the Dental Council of India may, on payment of the prescribed fee for registration, grant temporary registration or the duration of the postgraduate training under Malwanchal University. Provided he/she is admitted for the time being exclusively for postgraduate studies.
- 5.4 Provided that further temporary registration to such foreign national shall be subject to the condition that such person is duly registered as dental practitioner in his own country from which he/she has obtained his/her basic dental qualification and that his/her degree is recognized by DCI.

**6.0 SELECTION OF STUDENTS FOR MDS COURSES:**

Students for MDS course shall be selected strictly on the basis of their academic merit based on:

- 6.1 The merit as determined by the Common entrance test conducted as per direction of the Supreme Court/DCI & Medical Education Dept. Govt. of M.P. The Selection of students will be done as per guidelines & policy of Hon'ble Supreme Court/ GOI/DCI/Medical Education Dept. Govt. of M.P.
- 6.2 The minimum percentage of marks for eligibility for admission to postgraduate Dental Courses shall be 50% for general category candidates and 40% for the candidates belonging to Scheduled Castes and Scheduled Tribes, obtained in Common Entrance examination or as prescribed by Statutory Body/Competent Authority.

**7.0 DURATION OF THE MDS COURSE:**

- 7.1 The MDS Course shall be of three academic years duration as full time study. All the candidates for the degree of MDS are required to pursue the prescribed course for three academic years as full time candidates. No candidate is permitted to run a clinic or work in clinic / laboratory / nursing home/ College while studying postgraduate course.

- 7.2 The candidates shall undertake the study, under the direction of the Head of the Department, who has to be a recognized postgraduate teacher in that specialty.
- 7.3 The students undergoing postgraduate courses shall be exposed to the following:
- 7.3.1 Regular study of all the aspects as given in syllabus of the specialty.
- 7.3.2 Basics of statistics to understand and critically evaluate published research papers.
- 7.3.3 Few lectures on other type of exposure to human behavior studies.
- 7.3.4 Basic understanding of pharmacodynamics.
- 7.4 A candidate who is already possessing MDS degree from any Institute and who wishes to study MDS again in another specialty shall be subjected to admission process as stipulated above and shall study the course again for three years as a full time student.

#### 8.0 COMMENCEMENT OF COURSE

MDS course shall commence each year as prescribed by Statutory Body/Competent Authority.

#### 9.0 TEACHING AND LEARNING ACTIVITIES

- 9.1 All the candidates registered for MDS course in various specialties shall pursue the course for a period of three years as fulltime students. During this period each students shall take part actively in learning and teaching activities designed by Malwanchal University:
- 9.2 Lectures: There shall be some didactic lectures in the specialty and in the allied fields. The postgraduate departments should encourage the guest lectures in the required areas to strengthen the training programs. It is also desirable to have certain integrated lectures by multidisciplinary teams on selected topics.
- 9.3 Journal clubs: The journal review meetings shall be held at least once a week. All trainees are expected to participate actively and enter relevant details in logbook. The trainee should make presentations from the allotted journals of selected articles.
- 9.4 Seminars: The seminars shall be held at least twice a week in each postgraduate department. All trainees are expected to participate actively and enter relevant details in logbook. Each trainee shall make seminar presentation in each year.
- 9.5 Symposium: It is recommended to hold symposium on topics covering multiple disciplines.
- 9.6 Clinical postings: Each trainee shall work in the clinics on regular basis to acquire adequate professional skills and competency in managing various cases to be treated by a specialist.
- 9.8 Clinico-pathological conference: The clinico-pathological conferences should be held once in a month involving the faculties of oral medicine and radiology, oral

- pathology and concerned clinical department. The trainees should be encouraged to present the clinical details, radiological and histo-pathological interpretations and participation in the discussions.
- 9.9 Interdepartmental meetings: To bring in more integration among various specialties there shall be interdepartmental meeting chaired by the dean with all heads of postgraduate departments at least once a month.
  - 9.10 Teaching skills: All the trainees shall be encouraged to take part in undergraduate teaching programs either in the form of lectures or group discussions.
  - 9.11 Continuing dental education programs: Each postgraduate department shall organize these programs on regular basis involving the other institutions. The trainees shall also be encouraged to attend such programs conducted elsewhere.
  - 9.12 Conferences/ Workshops/ Advanced courses: The trainees shall be encouraged not only to attend conference/ workshops/ advance course but also to present at least two papers at state/ national specialty meetings during their training period.
  - 9.13 Rotation & posting in other departments: To bring in more integration between the specialty and allied fields each postgraduate department shall workout a program to rotate the trainees in related disciplines.
  - 9.14 Dissertation: The Malwanchal University appreciates the importance of Research activities for the growth of the profession, Institution and trainee students. Therefore, preparation of Dissertation based on clinical or research or experimental or any other method of study is one of the criteria for the award of MDS degree.

## 10.0 METHOD OF TRAINING

- 10.1 The training of a postgraduate student shall be full time with graded responsibilities in the management and treatment of patients entrusted to his/ her care. The participation of the students in all facets of educational process is essential. Every candidate should take part in lectures, seminars, group discussions, case demonstration, clinics, journal review meetings, and clinical meetings. Every candidate shall be required to participate in the teaching and training program of undergraduate students. Training should include involvement in laboratory and experimental work, and research studies.

## 11.0 ATTENDANCE, PROGRESS AND CONDUCT

- 11.1 A candidate pursuing MDS degree course should work in the concerned department of the institution for the full period as a full time student.
- 11.2 Each Academic year shall be taken as a unit for the purpose of calculating the attendance.
- 11.3 Every student shall attend symposia, seminars, conferences, journal review meetings, OT, ward rounds, case presentation, clinics; and lectures during each

year as prescribed by the department and not absent himself / herself from work without valid reasons.

- 11.4 Every candidate shall have not less than 80 percent of attendance in each year of the course. However, candidates should not be absent continuously as the course is a full time one.
- 11.5 Every candidate shall complete from time to time the assignments as prescribed in the curriculum and assigned by HOD.

## 12.0 MONITORING PROGRESS OF STUDIES

- 12.1 Work diary / Log Book: Every candidate shall maintain a work diary and record of his/her participation in the training program conducted by the department such as journal reviews, seminars, etc. Special mention may be made of the presentations by the candidate as well as details of clinical or laboratory procedures, if any conducted by the candidate. The work diary shall be scrutinized and certified by the Head of the Department and Head of the Institution, and presented in the University practical / clinical examination.
- 12.2 Periodic tests: In case of MDS degree courses of three years duration, the concerned departments shall conduct three tests, first at the end of first year and second at the end of second year and the Third, two months before the University examination. The tests shall include written papers, practical / clinical and viva voce. Records and marks obtained in such tests will be maintained by the Head of the Departments.
- 12.3 In addition to these annual tests, the departments may conduct assessment tests periodically to monitor the progress.

## 13.0 DISSERTATION:

- 13.1 Every candidate shall prepare two Dissertations; one based on Review of Literature (library dissertation) and second one based on clinical or research or experimental or any other method of study (main/ research).
- 13.1.1 Library Dissertation:  
It is a process of collection and compiling of data available in already published literature on a given topic. The dissertation work shall be completed before the end of first year.
- 13.1.2 Main / Research Dissertation:
- 13.1.2.1 Main /Research dissertation shall be based on work / Research done by the candidate under the approved Guide, during the course of study.
- 13.1.2.2 Every candidate pursuing MDS degree course is required to carry out work on a selected research project under the

- guidance of a recognized post graduate teacher. The results of such a work shall be submitted in the form of a dissertation.
- 13.1.2.3 The dissertation is aimed to train a postgraduate student in research methods and techniques. It includes identification of a problem, formulation of a hypodissertation, search and review of literature, getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, comparison of results and drawing conclusions.
- 13.1.2.4 Every candidate shall submit to the Registrar of the University in the prescribed proforma, a synopsis containing particulars of proposed dissertation work within six months from the date of commencement of the course on or before the dates notified by the University. The synopsis shall be sent through the proper channel.
- 13.1.2.5 Such synopsis will be reviewed and the dissertation topic will be registered by the University. No change in the dissertation topic or guide shall be made without prior approval of head of the Institution or the University.
- 13.1.2.6 The dissertation should be written under the following headings:
- 13.1.2.6.2 Aims or Objectives of study
  - 13.1.2.6.3 Review of Literature
  - 13.1.2.6.4 Material and Methods
  - 13.1.2.6.5 Results
  - 13.1.2.6.6 Discussion
  - 13.1.2.6.7 Conclusion
  - 13.1.2.6.8 Summary
  - 13.1.2.6.9 Bibliography
  - 13.1.2.6.10 Tables
  - 13.1.2.6.11 Annexure
  - 13.1.2.6.12 As per regulatory body / international standards and specifications.
- 13.1.2.7 The written text of dissertation shall be not less than 50 pages and shall not exceed 200 pages excluding reference, tables, questionnaires and other annexures. It should be neatly typed in 1.5 line spacing or double line spacing on one side of paper (A4 size, 8.3" x 11.7") and bound properly as specified by the guide and Head of the Department. Spiral binding or any form of loose binding is not permitted. The dissertation

- shall be certified by the guide, head of the department and head of the institution.
- 13.1.2.8 Seven printed hard copies and one soft copy of dissertation thus prepared and duly certified by the Guide, and Head of the Department shall be submitted to the Registrar, through the Head of the Institution, six months before final examination on or before the dates notified by the University.
- 13.1.2.9 The dissertation shall be valued by all the four examiners (2 Internal examiners and 2 external examiners) appointed by the University.
- 13.1.2.10 Approval of dissertation work by all the four examiners in writing is mandatory precondition for a candidate to be eligible to appear in the University examination, provided further that the candidate fulfills other eligibility requirements of attendance, progress, due clearance and as specified.
- 13.1.2.11 If any examiner does not approve the dissertation, examiner shall give in writing the specific reasons for NOT accepting the work. Such candidates whose dissertation has not been approved, shall rectify the deficiencies as pointed out by the examiner and re-submit specified copies of new bound dissertation and one soft copy duly approved and signed by the Guide and H.O.D. to the University through HOI, latest by three months before commencement of next or subsequent examination. University shall get the dissertation valued by the external examiner, preferably the same examiner. After due approval of the dissertation by the examiner, the candidate may be permitted to appear for the Theory, Clinical/ Practical examination.

#### 14.0 GUIDE:

- 14.1 The academic qualifications and teaching experience required for recognition by the University as a guide for dissertation work shall be as laid down by Dental Council of India and Malwanchal University, Indore.
- 14.2 The Guide for each student in the specialty shall be nominated by the HOI, in consultation with the HOD.
- 14.3 Two students for each Professor and one student for each Reader can be allotted in each academic year. However, a guide shall not have under him/her more than six students at a given time,

- 14.4 HOI may nominate if required, a co-guide who shall be a postgraduate teacher in the same specialty in the Institution.
- 14.5 Guides and co-guides shall be approved by the Malwanchal University, Indore.
- 14.6 Change of guide: In the event of a registered guide leaving the institution for any reason or retiring from service, or arising of any unforeseen circumstances, guide may be changed with prior permission from head of the Institution and the University.

#### 15.0 UNIVERSITY EXAMINATION:

- 15.1 Eligibility: The following requirement shall be fulfilled by every candidate to become eligible to appear for the MDS University examination.
  - 15.1.1 Attendance & Progress: Every candidate shall have attendance and progress in each academic year of the postgraduate course as mentioned earlier.
  - 15.1.2 Progress and conduct: Every candidate shall have participated in seminars, journal review meetings, symposia, conferences, case presentation, preclinical exercises, clinical work, didactic lectures and academic and research based work during each year as designed by the concerned department.
  - 15.1.3 Work diary and Logbook: Every candidate shall maintain work diary and logbook for recording his / her participation in the training program conducted by the department and work done by the candidate. The work diary and logbook shall be verified and certified by the Head of the Department and Head of the institution.
  - 15.1.4 Dissertation: The approval of Main dissertation by all the four examiners.
  - 15.1.5 The certification of satisfactory progress by the head of the department and head of the institution shall be based on the above mentioned.

#### 16.0 SCHEME OF UNIVERSITY EXAMINATION:

- 16.1 General:
  - 16.1.1 There shall be one examination at the end of 3 years for the students appearing for the first time.
  - 16.1.2 The examination consists of Theory (Written), Practical/Clinical and Viva voce.
  - 16.1.3 The failed candidates shall appear again in supplementary examination, after six months.
  - 16.1.4 The main examination shall be held as scheduled by the University each year and supplementary examination shall be held at a difference of 6 months each year.

- 16.1.5 There shall be a gap of at least six months between the two examinations(Main,supplementary and subsequent examinations)
- 16.1.6 The failed student shall appear once again in all the parts of University examination (Written, Clinical/Practical and Viva voce).
- 16.1.7 The failed candidate need not prepare new dissertation, if it is approved by the University. However, this is applicable to attempts or a maximum of years from the date of first appearance in the examination as per DCI norms.
- 16.1.8 Such students shall apply to the University for permission to carry out the dissertation work again in the Institution. If permitted a fresh dissertation need to be prepared under the Guide approved by the University.
- 16.2 **WRITTEN EXAMINATION:**  
The written examination shall consist of four papers, out of which two shall be pertaining to the specialty; one in Applied Basic Sciences and one shall be an Essay in the specialty.Each paper shall be of three hours duration.
- 16.3 **CLINICAL / PRACTICAL EXAMINATION**
- 16.3.1 It should aim at examining the clinical skills and competence of candidate for undertaking independent work as a specialist. The actual format of clinical work and minimum number of clinical exercised shall be prescribed by the University to enable the candidate to develop confidence and clinical skills.
- 16.4 **VIVA VOCE EXAMINATION**
- 16.4.1 Viva voce examination shall aim at assessing depth of knowledge, logical reasoning, confidence and verbal communication skills.
- 16.5 **DISTRIBUTION OF MARKS AT THE UNIVERSITY EXAMINATION:**
- 16.5.1 **Part-A: Written Theory**

PAPER	DETAILS	MARKS
1	Applied basic sciences	75
2	Concerned specialty	75
3	Concerned specialty	75
4	Essay on any one topic in concerned specialty (Choice shall be given for the essay)	75
	<b>TOTAL</b>	<b>300</b>

16.5.2 **PART-B: Practical/ Clinical & Viva voce**

DETAILS	MARKS
Practical & Clinical Examination	200
Viva-voce	100



<b>TOTAL</b>	<b>300</b>
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### THE SCHEME OF TYPE OF QUESTIONS IN WRITTEN PAPERS

- 17.1 Each paper shall be of 3 hours duration and shall carry maximum of 75 marks.
- 17.2 Paper-1, paper-2 and paper-3 each shall contain long essay questions and short notes.
- 17.3 Paper-4 shall contain one essay. It shall have two essay topics. The candidate shall answer any one of the two.
- 17.4 All the written papers shall be valued by all the four examiners and aggregate of average marks in all the written papers shall be computed to determine the result. Pass mark shall be 50% out of maximum total 300 marks.

### TITLES AND CONTENTS OF WRITTEN PAPERS IN VARIOUS SPECIALITIES:

#### 18.1 Prosthodontics and Crown & Bridge:

PAPERS	DETAILS	MARKS
1	Applied basic sciences: Anatomy, Physiology, Pathology and Dental Materials	75
2	Removable prosthodontics and oral implantology	75
3	Fixed partial prosthodontics	75
4	Essay	75
	<b>TOTAL</b>	<b>300</b>

#### 18.2 Periodontology:

PAPERS	DETAILS	MARKS
1	Applied basic sciences: Anatomy, Physiology, Biochemistry, Pathology and Pharmacology	75
2	Etiopathogenesis	75
3	Clinical Periodontology and Oral Implantology	75
4	Essay	75
	<b>TOTAL</b>	<b>300</b>

#### 18.3 Oral & Maxillofacial Surgery:

PAPERS	DETAILS	MARKS
1	Applied basic sciences: Applied Anatomy, physiology and Pathology	75

2	Minor oral Surgery and Trauma	75
3	Maxillofacial Surgery and oral implantology	75
4	Essay	75
	<b>TOTAL</b>	<b>300</b>

#### 18.4 Conservative Dentistry and Endodontics:

PAPERS	DETAILS	MARKS
1	Applied basic sciences: Applied Anatomy, Physiology, Pathology and Dental Materials	75
2	Conservative dentistry & Aesthetic Dentistry	75
3	Endodontics	75
4	Essay	75
	<b>TOTAL</b>	<b>300</b>

#### 18.5 Orthodontics & Dentofacial Orthopedics:

PAPERS	DETAILS	MARKS
1	Applied basic sciences: Anatomy, Physiology, Pathology, Genetics, Physical anthropology & Dental materials	75
2	Diagnosis and treatment planning.	75
3	Clinical Orthodontics and Mechanotherapy	75
4	Essay	75
	<b>TOTAL</b>	<b>300</b>

#### 18.6 Oral Pathology & Microbiology, and Forensic Odontology:

PAPERS	DETAILS	MARKS
1	Applied basic sciences: Anatomy, Physiology, Pathology and Research methodology	75
2	Oral pathology, Microbiology, Forensic Odontology and Oncology	75
3	Laboratory Techniques and Diagnosis	75
4	Essay	75
	<b>TOTAL</b>	<b>300</b>

**18.7 Public Health Dentistry:**

PAPERS	DETAILS	MARKS
1	Applied basic sciences: Anatomy, Physiology, Pathology and Research methodology	75
2	Public Health	75
3	Dental Public Health	75
4	Essay	75
	<b>TOTAL</b>	<b>300</b>

**18.8 Pediatric & Preventive Dentistry:**

PAPERS	DETAILS	MARKS
1	Applied basic sciences: Anatomy, Physiology, Pathology, Microbiology, nutrition and Dietetics	75
2	Clinical pediatric dentistry	75
3	Preventive and community dentistry as applied to pediatric dentistry	75
4	Essay	75
	<b>TOTAL</b>	<b>300</b>

**18.9 Oral Medicine and Radiology:**

PAPERS	DETAILS	MARKS
1	Applied basic sciences: Anatomy, Physiology, Pathology and pharmacology	75
2	Diagnosis, diagnostic methods and imageology and Applied Oral Pathology	75
3	Oral medicine, therapeutics and laboratory investigations	75
4	Essay	75
	<b>TOTAL</b>	<b>300</b>

**0 PRACTICAL / CLINICAL EXAMINATION:****19.1 General:**

19.1.1 In case of practical/ clinical examination, it should be aimed at assessing competence and skills of techniques and procedures. It should also aim at testing the student's ability to make relevant and valid observations, interpretations and inferences of laboratory or

experimental or clinical work relating to his / her subject for undertaking independent work as a specialist. The actual format of clinical examination in various specialties are given below.

19.1.2 Duration of practical/ clinical examination including viva voce is minimum of two days up to 4 candidates. Duration shall be increased as per the requirement.

19.1.3 There shall be no practical examinations in Applied Basic Medical subjects.

19.1.4 The maximum marks for practical / clinical examination shall be 200 marks. Exercises and distribution of marks for various clinical / practical exercises in the specialties is mentioned below.

19.1.5 Specific time will be allotted for every exercise and every division of examination.

19.1.6 Marks distribution:

DETAILS	MARKS
Practical / clinical exercise	200
Viva voce, dissertation presentation, pedagogy	100
TOTAL	300

19.1.7 Display and discussion of work performed by candidate during training period.

## 19.2 PROSTHODONTICS, CROWN & BRIDGE

19.2.1 Marks distribution:

DETAILS	MARKS
Steps of CD prosthesis, steps FPD prosthesis, treatment planning and designing of RPD prosthesis, treated cases presentation with postoperative records	200
Viva voce, dissertation presentation, pedagogy	100
TOTAL	300

19.2.2 Examination shall be for three days. If there are more than 6 candidates, it may be extended for one more day. Each candidate shall be examined for a minimum of two days, six hours per day including viva voce.

19.2.3 Presentation of treated cases with postoperative records, during training period

19.2.3.1 CD (complete denture)

19.2.3.2 RPD (removable partial denture)

19.2.3.3 FPD (fixed partial denture) including single tooth and surface restoration

19.2.3.4 ISP (implant supported prosthesis)

19.2.3.5 Occlusal rehabilitation

- 19.2.3.6 TMJ
- 19.2.3.7 Maxillofacial Prosthesis
- 19.2.4 Present actual treated patients complete denture(CD) prosthesis and insertion
  - 19.2.4.1 Discussion on treatment plan and patient review
  - 19.2.4.2 Tentative jaw relation records
  - 19.2.4.3 Face Bow transfer
  - 19.2.4.4 Transferring it on articulators
  - 19.2.4.5 Extraoral tracing and securing centric and protrusive/ lateral record
  - 19.2.4.6 Transfer in on articulator
  - 19.2.4.7 Selection of teeth
  - 19.2.4.8 Arrangement of teeth
  - 19.2.4.9 Waxed up denture trial
  - 19.2.4.10 Fit, insertion and instruction of previously processed characterized, anatomic complete denture prosthesis
  - 19.2.4.11 All steps will include chair side, lab and viva voce
- 19.2.5 Fixed Partial Denture (FPD)
  - 19.2.4.1 Case discussion and selection of patients for FPD
  - 19.2.4.2 Abutment preparation isolation and fluid control
  - 19.2.4.3 Gingival retraction and impressions
  - 19.2.4.4 Cementation of provisional restoration
- 19.2.6 Removable Partial Denture (RPD)
  - 19.2.5.1 Surveying and designing of partial dentate cast
  - 19.2.5.2 Discussion on components and material selection including occlusal scheme.
- 19.2.7 Viva Voce:
 

All examiners will conduct viva voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all components of course contents.
- 19.2.8 Dissertation presentation:
 

The candidate shall present his / her dissertation and all examiners shall conduct viva voce and discussion on the same.
- 19.2.9 Pedagogy Exercise:
 

A topic will be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic.
- 19.3 PERIODONTOLGY
  - 19.3.1 Marks distribution:

DETAILS	MARKS
Periodontal surgery, cases presentation, postoperative review	200
Viva voce, dissertation presentation, pedagogy	100
<b>TOTAL</b>	<b>300</b>

- 19.3.2 Case discussion: Long and short cases
- 19.3.3 Periodontal surgery: Periodontal flap surgery on previously prepared case in one quadrant of the mouth after getting approval from the examiners.
- 19.3.4 Postsurgical review and discussion of the cases treated.
- 19.3.5 All the examiners shall participate in all the aspects of clinical examinations/ viva voce
- 19.3.6 Presentation of treated cases with postoperative records, during training period.
- 19.3.7 Viva Voce:  
All examiners will conduct viva voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all components of course contents.
- 19.3.8 Dissertation presentation:  
The candidate shall present his / her dissertation and all examiners shall conduct viva voce and discussion on the same.
- 19.3.9 Pedagogy Exercise:  
A topic will be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic.

#### 19.4 ORAL & MAXILLOFACIAL SURGERY

##### 19.4.1 Marks distribution:

DETAILS	MARKS
Disimpaction of mandibular impacted third molar and minor oral surgical procedures under local anaesthesia, including cyst enucleation or any similar procedure to exhibit professional skills. Minor & major cases presentation	200
Viva voce, dissertation presentation, pedagogy	100
<b>TOTAL</b>	<b>300</b>

- 19.4.2 Minor Oral Surgery:  
Each candidate is required to perform the minor oral surgical procedures under local anaesthesia. The minor surgical cases may include removal of impacted lower third molar, cyst enucleation, any

similar procedure where students can exhibit their professional skills in raising the flap, removing the bone and suturing the wound.

19.4.3 Major and minor cases presentation.

19.4.4 Presentation of treated cases with postoperative records, during training period.

19.4.5 Viva Voce:

All examiners will conduct viva voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all components of course contents.

19.4.6 Dissertation presentation:

The candidate shall present his / her dissertation and all examiners shall conduct viva voce and discussion on the same.

19.4.7 Pedagogy Exercise:

A topic will be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic.

## 19.5 CONSERVATIVE DENTISTRY & ENDODONTICS

19.5.1 Marks distribution:

DETAILS	MARKS
Molar endodontics, cast post and core, Class-II inlay	200
Viva voce, dissertation presentation, pedagogy	100
TOTAL	300

19.5.2 Clinical Exercise:

Cast post and core procedure as specified by examiners.

19.5.3 Presentation of treated cases with postoperative records, during training period.

19.5.4 Viva Voce:

All examiners will conduct viva voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all components of course contents.

19.5.5 Dissertation presentation:

The candidate shall present his / her dissertation and all examiners shall conduct viva voce and discussion on the same.

19.5.6 Pedagogy Exercise:

A topic will be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic.

## 19.6 ORTHODONTICS

## 19.6.1 Marks distribution:

DETAILS	MARKS
Myofunctional appliance case, treated cases discussion with postoperative records, long case and short case discussion, preclinical orthodontic wire bending and appliances, stage mechanics, bonding and arch wire fabrication	200
Viva voce, dissertation presentation, pedagogy	100
<b>TOTAL</b>	<b>300</b>

## 19.6.2 Myofunctional Case:

Selection of case for functional appliance and recording of construction bite. Fabrication and delivery of the appliance the next day.

## 19.6.3 Multiband exercise:

Stage with auxiliary springs or bonding of straight wire appliance (SWA) brackets and construction of suitable arch wire.

## 19.6.4 Presentation of treated cases with postoperative records, during training period.

## 19.6.5 Long cases discussions.

## 19.6.6 Viva Voce:

All examiners will conduct viva voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all components of course contents.

## 19.5.4 Dissertation presentation:

The candidate shall present his / her dissertation and all examiners shall conduct viva voce and discussion on the same.

## 19.5.5 Pedagogy Exercise:

A topic will be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic.

## 19.7 ORAL PATHOLOGY &amp; MICROBIOLOGY

## 19.7.1 Marks distribution:

DETAILS	MARKS
Clinical hematology, cytology and smear preparation, paraffin sectioning, Hematoxylin & Eosin staining, histopathology slide discussion, long & short cases presentation	200
Viva voce, dissertation presentation, pedagogy	100
<b>TOTAL</b>	<b>300</b>

## 19.7.2 Long and short cases presentation:



- Detailed case history taking, clinical evaluation, investigations advised, diagnosis, treatment planning.
- 19.7.3 Presentation of cases with postoperative records, during training period.
- 19.7.4 Clinical Hematology: As specified by examiners.
- 19.7.5 Smear Preparation: Cytology or microbial smear and staining.
- 19.7.6 Paraffin sectioning.
- 19.7.7 Hematoxylin & Eosin Staining
- 19.7.8 Histopathology slide discussion.
- 19.7.9 Viva Voce:  
All examiners will conduct viva voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all components of course contents.
- 19.7.10 Dissertation presentation:  
The candidate shall present his / her dissertation and all examiners shall conduct viva voce and discussion on the same.
- 19.7.11 Pedagogy Exercise:  
A topic will be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic.

## 19.8 PUBLIC HEALTH DENTISTRY

### 19.8.1 Marks distribution:

DETAILS	MARKS
Long and short cases presentation, Preventive oral health care procedures, health care problem solving of a given community situation, Critical evaluation of a given research article	200
Viva voce, dissertation presentation, pedagogy	100
TOTAL	300

- 19.8.2 Clinical examination of patients representing the community, including history taking, complaints, examination and recording of the findings, using indices for the assessment of oral health and presentation of the observation including diagnosis, comprehensive treatment planning.
- 19.8.3 Presentation of treated cases with postoperative records, during training period.
- 19.8.4 Performing preventive oral health care procedures as per treatment plan.
- 19.8.5 Critical evaluation of a given research article published in an international journal.

19.8.6 Problem solving: A hypothetical oral health situation existing in a community is given with sufficient data. The student as specialist in community dentistry is expected to suggest practical solutions to the existing oral health situation of the given community.

19.8.7 Viva Voce:

All examiners will conduct viva voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all components of course contents.

19.8.8 Dissertation presentation:

The candidate shall present his / her dissertation and all examiners shall conduct viva voce and discussion on the same.

19.8.9 Pedagogy Exercise:

A topic will be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic.

## 19.9 PEDODONTIA & PREVENTIVE DENTISTRY

19.9.1 Marks distribution:

DETAILS	MARKS
Pulpectomy, crown preparation for stainless steel crown, band adaptation for fixed space maintainer	200
Viva voce, dissertation presentation, pedagogy	100
TOTAL	300

19.9.2 Presentation of treated cases with postoperative records, during training period.

19.9.3 Pulpectomy including rubber dam application, access opening, working length radiography, obturation on a primary molar.

19.9.4 Crown preparation on a primary molar for stainless steel crown and cementation of the same.

19.9.5 Band adaptation for fixed type of space maintainer and impression making and space maintainer delivery on primary molar

19.9.6 Viva Voce:

All examiners will conduct viva voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all components of course contents.

19.9.7 Dissertation presentation:

The candidate shall present his / her dissertation and all examiners shall conduct viva voce and discussion on the same.

19.9.8 Pedagogy Exercise:

A topic will be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic..

## 19.10 ORAL MEDICINE & RADIOLOGY

### 19.10.1 Marks distribution:

DETAILS	MARKS
Spotters, long and short cases presentation, radiology exercises including intraoral periapical (IOPA), occlusal, extraoral radiographs.	200
Viva voce, dissertation presentation, pedagogy	100
<b>TOTAL</b>	<b>300</b>

19.10.2 Spotters and discussion.

19.10.3 Presentation of treated cases and radiographs with postoperative records, during training period.

19.10.4 Long and short cases presentation.

19.10.5 Radiology Exercises including technique and interpretation:

19.10.5.1 Intraoral periapical (IOPA) radiographs

19.10.5.2 Occlusal Radiographs

19.10.5.3 Extraoral Radiographs

19.10.6 Viva Voce:

All examiners will conduct viva voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all components of course contents.

19.10.7 Dissertation presentation:

The candidate shall present his / her dissertation and all examiners shall conduct viva voce and discussion on the same.

19.10.8 Pedagogy Exercise:

A topic will be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic.

## 20.0 RE-VALUATION OF ANSWER BOOKS:

There shall be no provision of re-totalling / revaluation of written and practical/ clinical papers as the papers are valued by the four expert examiners.

## 21.0 CRITERIA FOR DECLARING AS PASS:

21.1 A candidate shall be declared to have passed the University examination if:

21.1.1 Dissertation is approved by the examiners in that year or previous years.

21.1.2 He/ she secures a minimum of 50% marks in aggregate of all the theory written papers.

- 21.1.3 Secures a minimum of 50% marks in aggregate of practical/ clinical examination and viva voce examination.
- 21.2 Candidates passing the MDS examination shall be declared to have passed the examinations in the following categories:
- 21.2.1 Second class if he/ she secures above 50% and below 75% marks in aggregate.
- 21.2.2 First Class if he/ she secures above 75% of marks in aggregate.
- 21.3 A candidate who is declared successful in the MDS examination shall be granted a degree of "Master of Dental Surgery" in the specialty.

## 22.0 EXAMINERS

- 22.1 The University examination shall be conducted by a board of four examiners appointed by the University.
- 22.2 The board of four examiners consists of two internal and two external examiners.
- 22.3 One of the internal examiners shall be appointed as chairman of board by the University.
- 22.4 50% of the external examiners shall be from outside the state.

## 23.0 QUALIFICATION & EXPERIENCE FOR ELIGIBILITY OF EXAMINERS:

- 23.1 He/ she should possess PG qualification and teaching experience of more than 4 years after obtaining postgraduate qualification in the same specialty.
- 23.2 A person who is not an active postgraduate teacher in the subject cannot be appointed as an examiner.
- 23.3 Reciprocal arrangement of examiners should be discouraged, in that, the internal examiner in a subject should not accept external examinership for an institution from which external examiner is appointed.
- 23.4 No person shall be an external examiner for the same institution for more than four consecutive examinations. However, if there is a break of two examinations, the person can be re-appointed in subsequent examinations.

## 24.0 CHECK LISTS

## 24.1 CHECKLIST - 1

## MODEL CHECKLIST FOR EVALUATION OF JOURNAL REVIEW PRESENTATIONS

EVALUATION SHEET - JOURNAL REVIEW PRESENTATION						
Name of Trainee:						Date:
Name of Faculty Observer:						
Topic:						
SL.NO.	ITEMS FOR OBSERVATION DURING PRESENTATION	POOR	BELOW	AVERAGE	GOOD	VERY GOOD
	SCORE=	0	1	2	3	4
1.	Article chosen					
2.	Extent of understanding of scope and objectives of the paper by the candidate					
3.	Whether cross references have been consulted					
4.	Whether other relevant publications consulted					
5.	Ability to respond to questions on the paper / subject					
6.	Audio-visual aids used					
7.	Ability to defend the paper					
8.	Clarity of presentation					
9.	Any other observation					
	TOTAL SCORE=					
<div style="text-align: right;">           .....            Signature of Faculty Observer         </div>						

## 24.2 CHECKLIST - 2

## MODEL CHECKLIST FOR EVALUATION OF SEMINAR

EVALUATION SHEET - SEMINAR PRESENTATION						
Name of Trainee:						Date:
Name of Faculty Observer:						
Topic:						
SL.NO.	ITEMS FOR OBSERVATION DURING PRESENTATION	POOR	BELOW	AVERAGE	GOOD	VERY GOOD
	SCORE=	0	1	2	3	4
1.	Whether other relevant publications consulted					
2.	Whether crossreferences have been consulted					
3.	Completeness of preparation					
4.	Clarity of presentation					
5.	Understanding of subject					
6.	Ability to answer questions					
7.	Time scheduling					
8.	Appropriate use of audio-visual aids					
9.	Overall performance					
10.	Any other observation					
	TOTAL SCORE=					
<div style="text-align: right;">           .....            Signature of Faculty Observer         </div>						

## 24.3 CHECKLIST – 3

## MODEL CHECKLIST FOR EVALUATION OF CLINICAL WORK IN OPD

(To be completed once a month by respective Unit Heads including posting in other department)

EVALUATION SHEET – CLINICAL WORK IN OPD						
Name of Trainee:					Date:	
Name of Unit Head:						
Topic:						
SL.NO.	ITEMS FOR OBSERVATION DURING PRESENTATION	POOR	BELOW	AVERAGE	GOOD	VERY GOOD
	SCORE=	0	1	2	3	4
1.	Regularity of attendance					
2.	Punctuality					
3.	Interaction with colleagues and supportive staff					
4.	Maintenance of case records					
5.	Presentation of cases					
6.	Investigations work up					
7.	Chair side manners					
8.	Rapport with patients					
9.	Overall quality of clinical work					
	TOTAL SCORE=					
..... Signature of Unit Head						

Malwanchal University, Indore

## 24.3 CHECKLIST – 3

## MODEL CHECKLIST FOR EVALUATION OF CLINICAL WORK IN OPD

(To be completed once a month by respective Unit Heads including posting in other department)

EVALUATION SHEET – CLINICAL WORK IN OPD						
Name of Trainee:						Date:
Name of Unit Head:						
Topic:						
SL.NO.	ITEMS FOR OBSERVATION DURING PRESENTATION	POOR	BELOW	AVERAGE	GOOD	VERY GOOD
	SCORE=	0	1	2	3	4
1.	Regularity of attendance					
2.	Punctuality					
3.	Interaction with colleagues and supportive staff					
4.	Maintenance of case records					
5.	Presentation of cases					
6.	Investigations work up					
7.	Chair side manners					
8.	Rapport with patients					
9.	Overall quality of clinical work					
	TOTAL SCORE=					
<div style="text-align: right;">           .....            Signature of Unit Head         </div>						



## 24.5 CHECKLIST – 5

## MODEL CHECKLIST FOR EVALUATION OF TEACHING SKILLS

EVALUATION SHEET – TEACHING SKILLS			
Name of Trainee:			Date:
Name of Faculty Observer:			
Topic:			
SL.NO	ITEMS FOR OBSERVATION DURING PRESENTATION	STRONG POINT	WEAK POINT
1.	Communication of the purpose of the talk		
2.	Evokes audience interest in the subject		
3.	Introduction		
4.	Sequence of ideas		
5.	Use of practical examples and / or illustrations		
6.	Speaking style (enjoyable, monotonous, etc. specify)		
7.	Attempts audience participation		
8.	Summary of the main points at the end		
9.	Asks questions		
10.	Answers questions asked by the audience		
11.	Rapport of speaker with his audience		
12.	Effectiveness of the talk		
13.	Uses audio-visual aids appropriately		
<p style="text-align: right;">..... Signature of Faculty Observer</p>			

## 24.6 CHECKLIST - 6

## MODEL CHECKLIST FOR DISSERTATION PRESENTATION

EVALUATION SHEET- DISSERTATION PRESENTATION						
Name of Trainee:						Date:
Name of Faculty Observer:						
Topic:						
SL.N O.	ITEMS FOR OBSERVATION DURING PRESENTATION	POOR	BELOW	AVERAGE	GOOD	VERY GOOD
	SCORE=	0	1	2	3	4
1.	Interest shown in selecting topic					
2.	Appropriate review					
3.	Discussion with guide and other faculty					
4.	Quality of protocol.					
5.	Preparation of proforma					
	TOTAL SCORE=					
<div style="text-align: right;"> .....  Signature of Faculty Observer </div>						

## 24.7. CHECKLIST – 7

CONTINUOUS EVALUATION OF DISSERTATION WORK BY GUIDE/  
CO-GUIDE

EVALUATION SHEET – DISSERTATION WORK						
Name of Trainee:					Date:	
Name of Faculty Observer:						
Topic:						
SL.N O.	ITEMS FOR OBSERVATION DURING PRESENTATION	POOR	BELOW	AVERAGE	GOOD	VERY GOOD
	SCORE=	0	1	2	3	4
1.	Periodic consultation with guide / co-guide					
2.	Regular collection of case material					
3.	Depth of analysis/ discussion					
4.	Department presentation of findings					
5.	Quality of final output					
	Others					
	TOTAL SCORE=					
..... Signature of Faculty Observer						

## 24.8 CHECKLIST – 8

## OVERALL ASSESSMENT SHEET

OVERALL ASSESSMENT SHEET											
											Date: .....
SL. NO.	FACULTY MEMBER	NAME OF TRAINEES AND MEAN SCORE									
		A	B	C	D	E	F	G	H	I	J
1.											
2.											
3.											
4.											
5.											
6.											

.....

Signature of HODSignature of Principal

The above overall assessment sheet used along with the logbook should form the basis for certifying satisfactory completion of course of study, in addition to the attendance requirement.

## KEY:

Faculty member : Name of the faculty doing the assessment  
 Mean score : Sum of all the scores of checklist 1 to 7  
 A, B, ..... : Name of the trainees

## 25.0 TABLES IN LOG BOOK

## 25.1 TABLE – 1

ACADEMIC ACTIVITIES ATTENDED		
Name of Trainee:		Admission year:
College:		
DATE	TYPE OF ACTIVITY – SPECIFY: SEMINAR, JOURNAL CLUB, PRESENTATION, UG TEACHING	ATTENDED / PARTICIPATED

.....

Signature of GuideSignature of HOD

25.2 TABLE - 2

## ACADEMIC PRESENTATIONS MADE BY THE TRAINEE

ACADEMIC PRESENTATIONS MADE		
Name of Trainee:		Admission year:
College:		
DATE	TOPIC	TYPE OF ACTIVITY - SPECIFY: SEMINAR, JOURNAL CLUB, PRESENTATION, UG TEACHING

25.3 TABLE - 3

## DIAGNOSTIC AND OPERATIVE PROCEDURES PERFORMED

DIAGNOSTIC AND OPERATIVE PROCEDURES PERFORMED				
Name of Trainee:				Admission year:
College:				
DATE	NAME	O.P. NO.	PROCEDURE	CATEGORY Q,A,PA,PI

Key:

O : Washed up and observed – Initial 6 months of admission.

A : Assisted a more senior surgeon – I year MDS.

PA : Performed procedure under the direct supervision of a senior surgeon – II year MDS.

PI : Performed independently –III year MDS

**Ordinance No. 17****BACHELOR OF SCIENCE IN NURSING (B. SC NURSING)****04 years degree course****IMS & OBJECTIVES****1 AIMS**

The aims of the undergraduate nursing program are to:

- 1.1.1 Prepare graduates to assume responsibilities as professional, competent nurses and midwives in providing promotive, preventive, curative, and rehabilitative services.
- 1.1.2 Prepare nurses, who can make independent decisions in nursing situations, protect the rights of and facilitate individuals and groups in pursuit of health, function in the hospital, community-nursing services, and conduct research studies in the areas of nursing practice. They are also expected to assume the role of teacher, supervisor, and manager in a clinical / public health setting.

## OBJECTIVES

On completion of the four year B. Sc Nursing program the graduate will be able to:

- 1.2.1 Apply knowledge from physical, biological and behavioral sciences, medicine including alternative systems and nursing in providing nursing care to individuals, families and communities.
- 1.2.2 Demonstrate understanding of life style and other factors, which affect health of individuals and groups.
- 1.2.3 Provide nursing care based on steps of nursing process in collaboration with the individuals and groups.
- 1.2.4 Demonstrate critical thinking skill in making decisions in all situations in order to provide quality care.
- 1.2.5 Utilize the latest trends and technology in providing health care.
- 1.2.6 Provide promotive preventive and restorative health services in line with the national health policies and program.

- 1.2.7 Practice within the framework of code of ethics and professional conduct, and acceptable standards of practice within the legal boundaries.
- 1.2.8 Communicate effectively with individuals and groups, and members of the health team in order to promote effective interpersonal relationships and teamwork.
- 1.2.9 Demonstrate skills in teaching to individuals and groups in clinical/community health settings.
- 1.2.10 Participate effectively as members of the health team in health care delivery system.
- 1.2.11 Demonstrate leadership and managerial skills in clinical /community health settings.
- 1.2.12 Conduct need based research studies in various settings utilize the research findings to improve the quality of care.
- 1.2.13 Demonstrate awareness, interest, and contribute towards advancement of self and of the profession.

## 2.0 COURSE STRUCTURE

The degree in Nursing of four years course shall be designated as Basic Bachelor of Science in nursing in short Basic B.Sc. (Nursing).

- 2.1 The duration of Basic B.Sc. (N) course shall extend over a period of four years consisting named below:



- i Basic B.Sc. (N) First Year
- ii. Basic B.Sc. (N) Second Year
- iii Basic B.Sc. (N) Third year
- iv. Basic B.Sc. (N) Fourth Year including internship.

### 3.0 ACADEMIC QUALIFICATION FOR ADMISSION

- 3.1 The minimum educational requirement shall be the passing of:  
Higher Secondary School Certificate Examination (10 + 2)

OR

Senior School Certificate Examination (10+2), Pre degree  
Examination (10+2)

OR

An equivalent with 12 years schooling from a recognized Board or University with Science (Physics, Chemistry, Biology) and English with minimum of 45% aggregate marks (PCBE).

### 4.0 CRITERIA FOR SELECTION

- 4.1 The candidate who fulfill the aforesaid academic qualification for admission
- 4.2 The minimum age shall be 17 years completed on or before Dec 31s' of the year of admission.

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4.3 The admission in Basic B.Sc. (N) 1st year shall be based on the merit in the common entrance test or qualifying examination as per guidelines of Medical Education Dept Govt. of M.P., Bhopal.

4.4 Candidate shall be medically fit.

## **5.0 COURSE DURATION**

5.1 The duration of Basic B.Sc. (Nursing) course shall be four years including internship.

5.2 The duration of each academic year of Basic B.Sc. (Nursing) I, II, III, IV years shall be not less than 10 month.

5.3 The maximum period to complete the course successfully should not exceed 8 years from the date of admission.

## **6.0 COURSE COMMENCEMENT**

6.1 The commencement Basic B.Sc. (N) 1st year shall start during the period of July/August of every year.

6.2 Vacation shall be granted maximum eight weeks duration between 2 academic years.

6.3 The subject to be studied in different academic year of Basic B.Sc. (N) shall be as per scheme given as in subsequent sequence.

## **7.0 EXAMINATION**

7.1 The medium of instruction and examination shall be English throughout the course of the study.

## 7.2 SCHEME OF EXAMINATION

### Basic B.Sc. (N) First Year

Subject			Assessment		
Paper No.	Theory	Hours	Internal	External	Total
1	Anatomy & Physiology	3	25	75	75
2	Nutrition & Biochemistry	3	25	75	75
3	Nursing Foundation	3	25	75	75
4	Psychology	3	25	75	75
5	Microbiology	3	25	75	75
6	English	3	25	75	75
7	Introduction to Computer		25	75	75
Practical No.	Practical and Viva Voce				
1	Nursing Foundation		100	100	200

**Basic B.Sc. (N) Second Year**

Subject			Assessment		
Paper No.	Theory	Hours	Internal	External	Total
8	Sociology	3	25	75	100
9	Medical Surgical Nursing (Adult including geriatrics)-	3	25	75	100
10	Pharmacology, Pathology & Genetics	3	25	75	100
11	Community Health Nursing		25	75	100
12	Communication and Educational Technology	3	25	75	100
Practical No.	Practical and Viva Voce				

2	Medical Nursing (Adult geriatrics)-	-Surgical including		100	100	75
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**Basic B.Sc. (N) Third Year**

Subject			Assessment		
Paper No.	Theory	Hours	Internal	External	Total
13	Medical Surgical Nursing (Adult including geriatrics)- II	3	25	75	100
14	Child Health Nursing	3	25	75	100
15	Mental Health Nursing	3	25	75	100

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Practical No	Practical and Viva Voce				
3	Medical -Surgical Nursing (Adult including geriatrics)		50	50	100
4	Child Health Nursing Mental Health Nursing		50	50	100
5	Mental Health Nursing		50	50	100

### Basic B.Sc. (N) Fourth Year

Subject			Assessment		
Paper No.	Theory	Hours	Internal	External	Total
16	Midwifery and Obstetrical	3	25	75	100
16	Community Health Nursing - II	3	25	75	100
17	Nursing Research & Statistics	3	25	75	100
18	Management and Nursing Services and Education	3	25	75	100
Practical No	Practical and Viva Voce				
3	Midwifery and		50	50	100

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	Obstetrical				
	Community Health Nursing -		50	50	100

- 7.3.1 There shall be one Annual University Examination at the end of each academic year.
- 7.3.2 There shall be provision for supplementary examination.
- 7.3.3 The University examination for theory subject shall be out of 75 marks.
- 7.3.4 The University Examination marks for Nursing Foundation (Practical & viva voce Paper I) & Medical Surgical Nursing -1 (Practical and viva voce paper II) shall be out of 100 marks.
- 7.3.5 The University Examination marks for Medical Surgical Nursing - II (Practical and viva voce paper III), Child Health Nursing (Practical and viva voce paper IV), Mental Health Nursing (Practical and viva voce paper V), Midwifery and Obstetrical Nursing (Practical and viva voce paper VI) and Community Health Nursing (practical and viva voce paper VII) shall be out of 50 Marks.
- 7.3.6 Anatomy and physiology - Question paper will consist of Section A Anatomy of 37 marks and Section B Physiology should be of 38 marks.

- 7.3.7 Nutrition and Biochemistry - Question paper will consist of Section A Nutrition of 45 marks and Section B of Biochemistry of 30 marks.
- 7.3.8 Pharmacology, Pathology and Genetics :  
Section A of Pharmacology with 38 marks, Section B of Pathology of 25 and Genetics with 12 marks.
- 7.3.9 Nursing Research & Statistics-Nursing Research. Should be of 50 marks and Statistics of 25 marks.
- 7.3.10 Minimum pass marks shall be 40 % for English only.
- 7.3.11 Theory and Practical exams for Introduction to Computer will be conducted as College exam and marks to be sent to University for inclusion in the marks sheet.
- 7.3.12 Maximum number of candidate for practical examination should not exceed 20 per day.
- 7.3.13 All practical examinations must be held in the respective clinical areas.
- 7.3.14 Fourth year final examination to be held only after completion of internship.

! Internal Examination 



- 7.4.1 The assessment of academic growth of the student shall be done on the basis of three term examination and one Pre University examination for theory and practical subjects.
- 7.4.2 The internal assessment marks for the theory subjects shall be out of 25 marks.
- 7.4.3 The internal assessment marks for the practical subjects shall be awarded on the basis of evaluation of performance of the student in the specific area / field.
- 7.4.4 The internal assessment marks for Nursing Foundation (Practical & viva voce Paper I) & Medical Surgical Nursing - I (Practical and viva voce paper II) shall be out of 100 marks.
- 7.4.5 The internal assessment marks for Medical Surgical Nursing (Adult including geriatrics) - II (Practical and viva voce paper III), Child Health Nursing (Practical and viva voce paper IV), Mental Health Nursing (Practical and viva voce paper V), Midwifery and Obstetrical Nursing (Practical and viva voce paper VI) and Community Health Nursing (practical and viva voce paper VII) shall be out of 50 Marks.

## 7.5 Supplementary Examination

- 7.5.1 There will be only one mid-session Supplementary Examination held by the University ordinarily held in the month of September / October. However those

who fail in supplementary exam they will appear in main exam.

- 7.5.2 The first year students will have to clear all first year subjects in a maximum limit of 4 attempts, after which they will not be allowed to continue their Basic B.Sc. (N) Course if, candidate fails in 4th attempt of 1st year
- 7.5.3 Non appearance at an examination on grounds of sickness or otherwise, will be treated as one of the four attempts allowed for 1st year subjects.
- 7.5.4 If a first year candidate fails in mid session supplementary papers, candidates will be given an opportunity to appear in the main examination of 11nd year provisionally along with the backlog of last year subjects.
- 7.5.5 If a candidate fails in backlog subjects of the 1st year, the result of 11nd year examination for which candidate will be provisionally admitted will be treated as cancelled. The candidate will have to repeat her backlog subjects of 1st year in next mid session supplementary examination
- 7.5.6 A candidate, who appears in 11nd year main examination and fails in any of the subjects will be permitted to appear in midsession supplementary examination and there after provisionally along with failed 11nd year subject, but if any candidates fails in 11nd year subject the candidates 1st year result will be

automatically cancelled. The same ruling will apply for the IVth year students also.

7.5.7 Only failed subjects, will have to be repeated in midsession supplementary or Supplementary examination with the main annual examination.

7.5.8 The marks obtained by the candidate in the subjects passed in Supplementary Examination or additional attempts shall be taken into account as pass in the examination.

## 8.0 CRITERIA FOR PASSING

8.1 A Candidate has to pass in theory and practical exam separately in each of the paper.

8.2 A Candidate failing in more than two subjects will not be promoted to the next academic year.

8.3 Minimum pass marks shall be 50% in each of the theory and practical papers separately.

8.4 Minimum pass marks shall be 45% for Introduction to Computer.

8.5 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and Practical).

**8.6** Maximum number of attempts permitted for each paper shall be three including first attempt.

## **9.0 DIVISION & MERIT**

**9.1** Distinction-75% and above in any subject (First attempt only).

**9.2** First Division - 60% and above in the aggregate of marks of all main subjects.

**9.3** Second Division -Less than 60% in the aggregate of marks in all main subjects.

**9.4** Pass Class -Shall be awarded to the candidate passing with supplementary or more than one attempt.

## **10.0 ATTENDANCE**

**10.1** A candidate must have minimum of 80%attendance (irrespective of the kind of absence) in theory in each subject for appearing for examination.

**10.2** A candidate must have 100% attendance in each of the practical area before award of degree.

## **11.0 APPOINTMENT OF EXAMINERS /QUESTION PAPER**

**SETTER** The appointment of examiner for the theory and practical examination shall be based on following rules

11.1 Question paper setter / moderator / head evaluator shall be Professor, Associate Professor or Lecturer with an experience of minimum 3 years teaching experience working in any nursing institute conducting nursing courses can be appointed.

#### 11.2 Practical examiner

11.2.1 One internal and one external examiner should jointly conduct practical examination for each student.

11.2.2 An examiner should be a lecturer or above in a college of nursing with M. Sc (N) in concerned subject and minimum of 3 years of teaching experience. To be an examiner for Nursing Foundations course faculty having M. Sc (N) with any specialty shall be considered.

### 12.0 REVALUATION / RE-TOTALING

12.1 Revaluation and re-totaling of marks is permitted for theory papers only. The University, on receipt of application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subject(s) applied. ..

12.2 The result after revaluation/re-totaling shall be declared as per prevailing revaluation/re-totaling rules and regulation of the Malwanchal University.

### 13.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, if;

13.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University.

OR

13.2 Candidate is not able to complete the course within the stipulated time as prescribed in 5.3

OR

13.3 Candidate is found involved in serious breach of discipline in the Institution or in the University campus.

#### 14.0 SCHEME OF STUDIES

The subject to study in different academic year of Basic B.Sc. (N) shall be as per the scheme given in subsequent sections.

##### 14.1 Annual schedule of studies

i	Weeks available per year	=	52 weeks
ii	Vacation	=	8 weeks
ii	Gazetted holidays	=	3 weeks
v.	Examination (Including preparatory)	=	4 weeks
v.	Available weeks	=	37 weeks
vi.	Hours per week	=	40 Hours
vii.	Practical	=	30 hours per week

viii. Theory	= $(5 \times 6 = 30)$ 10 hours per week $(2 \times 5 = 10)$
IX. Internship	= 48 hours per wk $(8 \times 6 = 48)$
x. Hours available per academic year	= 1480 $(37 \text{ week} \times 40 \text{ hours})$

## 14.2 Distribution of Hours

### FIRST YEAR

Subject	Theory (in hrs) Class and lab	Practical (in hrs) practical	In hrs
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1.English	60		
2.Anatomy	60		
3.Physiology	60		
4.Nutrition	60		
5.Biochemistry	30		
6.Nursing Foundations	265+200	450	
7.Psychology	60		
8.Microbiology	60		
9.Introduction to Computer	45		
10.**Hindi / Regional language	30		
11.Library work / Self Study			50
12.Co- curricular Activities			50
Total hours	930	450	100

**SECOND YEAR**

Subject	Theory (in hrs) Class and lab	Practical (in hrs) practical	(In hrs)
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1.Sociology	60		
2.Pharmacology	45		
2.Pathology	30		
3.Genetics	15		
4.Medical Surgical Nursing (Adult including geriatrics)-	210	720	
5.Community Health Nursing	90	135	
6.Communication and Educational Technology	60+30		
7.Library work / Self Study			50
8.Co- curricular Activities			35
Total hours	540	855	85
Total hours = 1480 hrs			

**THIRD YEAR**

Subject	Theory (in hrs) Class and lab	Practical (in hrs) practical	(In hrs)
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1. Medical -Surgical Nursing (Adult)	120	270	
2. Child Health Nursing	90	270	
3. Mental Health Nursing	90	270	
4. Midwifery and Obstetrical Nursing	90	180	
5. Library work / Self Study			50
6. Co- curricular Activities			50
Total hours	390	990	100
Total hours = 1480 hrs			

**FOURTH YEAR**

Subject	Theory (in hrs) Class and lab	Practical (in hrs) practical	(In hrs)
1. Midwifery and	-	180	

Obstetrical Nursing			
2. Community Health Nursing -II	90	135	
3. Nursing Research & Statistics	60+30	-	
4. Management of Nursing Services	225	-	
Total hours	225	315	
Total hours = 540 hrs			

### INTERNSHIP (INTEGRATED PRACTICE)

Subject	Theory	Practical (in hrs)	(In week)
1. Midwifery and Obstetrical Nursing	--	240	5
2. Community Health Nursing -II	--	195	4
3. Medical Surgical Nursing (Adult and Geriatric)	--	430	9
4. Child Health Nursing	--	145	3
5. Mental Health Nursing	--	95	2
6. Research Project	--	45	1
Total Hours	--	1150	
Total hours = 1690 hrs			

#### Note:

1. Internship means 8 hours of integrated clinical duties in which 2 weeks of evening and night shift duties are included.
2. Internship should be carried out as 8 hours per day @ 48 hours per week. Students during internship will be supervised by nursing teacher

**Ordinance No. 18****BACHELOR OF SCIENCE IN NURSING (POST BASIC B. SC (NURSING))**  
**02 years degree course****1.0 AIMS & OBJECTIVES****1.1 AIMS**

The aims of the undergraduate nursing program are to:

1.1.1 Prepare graduates to assume responsibilities as professional, competent nurses and midwives at basic level in providing promotive, preventive, curative, and rehabilitative services.

1.1.2 Prepare nurses, who can make independent decisions in nursing situations, protect the rights of and facilitate individuals and groups in pursuit of health, function in the hospital, community- nursing services, and conduct research studies in the areas of nursing practice. They are also expected to assume the role of teacher, supervisor, and manager in a clinical / public health setting.

**1.2 OBJECTIVES**

1. On completion of B.Sc. Nursing (Post-Basic) degree program the graduates will be able to:
2. Demonstrate competency in techniques of nursing based on concepts and principles from selected areas of nursing physical, biological and behavioral sciences.
3. Participate as members of health team in the promotive preventive, curative and restorative health care delivery system of the country.
4. Assess health states, identify nursing needs, plan, implement and evaluate nursing care for patients /clients that contribute to health of individuals, families and communities.

5. Demonstrate leadership qualities and decision-making abilities in various situations.
6. Demonstrate skills in communication and interpersonal relationship.
7. Demonstrate managerial skills in community health settings
8. Recognize the need for continued learning for their personal and professional development.
9. Demonstrate skills in teaching to individuals and groups in community health settings. Practice ethical values in their personal and professional life
10. Participate in research activities and utilize research findings in improving nursing practice.

## 2.0 COURSE STRUCTURE

The degree in Nursing of two years course shall be designated as Post Basic Bachelor of Science in nursing in short Post Basic B.Sc. (Nursing).

2.1 The duration of Post Basic B.Sc. (N) course shall extend over a period of two years consisting named below:

- i. Post Basic B.Sc. (N) First Year
- ii. Post Basic B.Sc. (N) Second Year

## 3.0 ACADEMIC QUALIFICATION FOR ADMISSION

### 3.1 Post Basic B. Sc. (N)

Passed the Higher Secondary or Senior Secondary or Intermediate or 10+2 or an equivalent examination recognized by the university for this purpose. Those who have done 10+1 in or before 1986, will be eligible for admission.

Obtained a certificate in General Nursing and Midwifery and registered as R.N.R.M. with the State Nurses Registration Council. A male nurse, trained before the implementation of the new integrated course besides being registered as a nurse with State Nurses Registration Council, shall produce evidence of training approved by Indian Nursing Council for a similar duration in lieu of midwifery in any one of the following areas:

O.T. Techniques  
Ophthalmic Nursing  
Leprosy Nursing  
TB Nursing  
Psychiatric Nursing  
Neurological and Neuro surgical Nursing  
Community Health Nursing  
Cancer Nursing  
Orthopedic Nursing  
Candidates shall be medically fit.  
Students shall be admitted once in a year.

#### 4.0 CRITERIA FOR SELECTION

- 4.1 The candidate who fulfill the aforesaid academic qualification for admission
- 4.2 The admission in Post Basic B.Sc. (N) 1st year shall be based on the merit in the common entrance test or qualifying examination as per guidelines of Medical Education Dept. Govt. of M.P., Bhopal.
- 4.3 Candidate shall be medically fit.

#### 5.0 COURSE DURATION

- 5.1 The duration of Post Basic B.Sc. (Nursing) course shall be two years including internship.
- 5.2 The duration of each academic year of Post Basic B.Sc. (Nursing) shall be not less than 10 month.

5.3 The maximum period to complete the course successfully should not exceed 04 years from the date of admission.

## 6.0 COURSE COMMENCEMENT

6.1 The commencement Post Basic B.Sc. (N) 1st year shall start during the period of July/August of every year.

6.2 Vacation shall be granted maximum eight weeks duration between 02 academic years.

6.3 Teaching of Anatomy, Physiology, Pharmacology & Pathology will be integrated with clinical subjects.

6.4 The subject to be studied in different academic year of Post Basic B.Sc. (N) shall be as per scheme given as in subsequent sequence.

## 7.0 EXAMINATION

7.1 The medium of instruction and examination shall be English throughout the course of the study.

### 7.2 Scheme of Examination

#### Post Basic B.Sc. Nursing – 1<sup>st</sup> year

Subject	Theory Examination		Total Marks
	Internal Assessment	Univ. Exam.	
Nursing Foundation	15	35	50
Nutrition and Dietetics	15	35	50
Biochemistry & Biophysics	25	75	100
Psychology	25	75	100
Maternal Nursing	25	75	100
Child Health Nursing	25	75	100
Microbiology	25	75	100

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Medical & Surgical Nursing	25	75	100
180	520	700	
English	25	75	100

Subject	Practical Examination		Total Marks
	Internal Assessment	Univ. Exam.	
Medical & Surgical Nursing (No syllabus given)	50	50	100
Maternal Nursing (No syllabus given)	50	50	100
Child Health Nursing (No syllabus given)	50	50	100
<b>Total</b>	<b>150</b>	<b>150</b>	<b>300</b>

### Post Basic B.Sc. Nursing – 2nd year

Subject	Theory Examination		Total Marks
	Internal Assessment	Univ. Exam.	
Sociology	25	75	100
Community Health Nursing	25	75	100
Mental Health Nursing	25	75	100
Introduction to Nursing Education	25	75	100
Introduction to Nursing Administration	25	75	100
Introduction to Nursing Research & Statistics	50	--	50
<b>Total</b>	<b>175</b>	<b>375</b>	<b>550</b>

Subject	Practical Examination		Total Marks
	Internal Assessment	Univ. Exam.	
Community Health Nursing	50	50	100
Mental Health Nursing	50	50	100
Research Project	50	-	50

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Total	150	100	250
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### 7.3 University Examination.

7.3.1 There shall be one Annual University Examination at the end of each academic year.

7.3.2 There shall be provision for supplementary examination.

7.3.3 Minimum pass marks shall be 40 % for English only.

7.3.4 Maximum number of candidate for practical examination should not exceed 20 per day.

7.3.5 All practical examinations must be held in the respective clinical areas.

### 7.4 Internal Examination

7.4.1 The assessment of academic growth of the student shall be done on the basis of three term examination and one Pre University examination for theory and practical subjects.

7.4.2 The internal assessment marks for the practical subjects shall be awarded on the basis of evaluation of performance of the student in the specific area / field.

### 7.5 Supplementary Examination

7.5.1 There will be only one mid-session Supplementary Examination held by the University ordinarily held in the month of September / October. However those who fail in supplementary exam they will appear in main exam.

7.5.2 The first year students will have to clear all first year subjects in a maximum limit of 4 attempts, after which they will not be allowed to continue their Post Basic B.Sc. (N) Course if, candidate fails in 4th attempt of 1st year.

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7.5.3 Non appearance at an examination on grounds of sickness or otherwise, will be treated as one of the four attempts allowed for 1st year subjects.

7.5.4 Only failed subjects, will have to be repeated in midsession supplementary or Supplementary examination with the main annual examination.

7.5.5 The marks obtained by the candidate in the subjects passed in Supplementary Examination or additional attempts shall be taken into account as pass in the examination.

## 8.0 CRITERIA FOR PASSING

8.1 A Candidate has to pass in theory and practical exam separately in each of the paper.

8.2 Minimum pass marks shall be 50% in each of the theory and practical papers separately.

8.3 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and Practical).

8.4 Maximum number of attempts permitted for each paper shall be three including first attempt.

8.7 A Candidate has to secure minimum of 33% in qualifying subject for passing.

## 9.0 DIVISION & MERIT

9.1 Distinction-75% and above in any subject (First attempt only).

9.2 First Division - 60% and above in the aggregate of marks of all main subjects.

9.3 Second Division - Less than 60% in the aggregate of marks in all main subject.

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**9.4 Pass Class -** Shall be awarded to the candidate passing with supplementary or more than one attempt.

## **10.0 ATTENDANCE**

**10.1** A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory in each subject for appearing for examination.

**10.2** A candidate must have 100% attendance in each of the practical area before award of degree.

## **11.0 APPOINTMENT OF EXAMINERS /QUESTION PAPER SETTER**

The appointment of examiner for the theory and practical examination shall be based on following rules.

**11.1** Question paper setter / moderator / head evaluator shall be Professor, Associate Professor or Lecturer with an experience of minimum 3 years teaching experience working in any nursing institute conducting nursing courses can be appointed.

### **11.2 Practical examiner**

**11.2.1** One internal and one external examiner should jointly conduct practical examination for each student.

**11.2.2** An examiner should be a lecturer or above in a college of nursing with M. Sc (N) in concerned subject and minimum of 3 years of teaching experience. To be an examiner for Nursing Foundations course faculty having M. Sc (N) with any specialty shall be considered.

## **12.0 REVALUATION / RE-TOTALING**

**12.1** Revaluation and re-totaling of marks is permitted for theory papers only. The University, on receipt of application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subject(s) applied.

12.2 The result after revaluation/re-totaling shall be declared as per prevailing revaluation/re-totaling rules and regulation of the Malwanchal University.

### 13.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, if;

13.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University.

OR

13.2 Candidate is not able to complete the course within the stipulated time as prescribed in 5.3

OR

13.3 Candidate is found involved in serious breach of discipline in the Institution or in the University campus.

### 14.0 SCHEME OF STUDIES & DISTRIBUTION OF HOURS

#### FIRST YEAR

S. No.	Subject	Theory Hours	Practical Hours
1	Nursing Foundation	45	-
2	Nutrition & Dietetics	30	15
3	Biochemistry & Biophysics	60	-
4	Psychology	60	15
5	Maternal Nursing	60	240
6	Child Health Nursing	60	240
7	Microbiology	60	30
8	Medical & Surgical Nursing	90	270
9	English (Qualifying)	60	-

	<b>Total</b>	<b>525</b>	<b>810</b>
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Note: Hindi/local language as per the need of the institution.

### SECOND YEAR

S. No.	Subject	Theory Hours	Practical Hours
10	Sociology	60	-
11	Community Health Nursing	60	240
12	Mental Health Nursing	60	240
13	Introduction to Nursing Education	60	75
14	Introduction to Nursing Administration	60	180
15	Introduction to Nursing Research & Statistics	45	120
	<b>Total</b>	<b>345</b>	<b>855</b>

**Ordinance No. 19****MASTER OF SCIENCE IN NURSING (M. Sc. NURSING)  
02 year post graduate degree course****1.0 AIM AND OBJECTIVES****1.1 AIM**

- 1.2.1 The aim of the postgraduate program in nursing is to prepare to assume responsibilities as nurse specialists, consultants, educators, administrators in a wide variety of professional settings

**1.2 OBJECTIVES**

- 1.2.2 On completion of the two year M.Sc Nursing program, the will be able to:-
- 1.2.1 Utilize/apply the concepts, theories and principles of nursing science.
- 1.2.2 Demonstrate advance competence in practice of nursing.
- 1.2.3 Practice as a nurse specialist.
- 1.2.4 Demonstrate leadership qualities and function effectively as nurse educator and manager.

- 1.2.5 Demonstrate skill in conducting nursing research, interpreting and utilizing the findings from health related research.
- 1.2.6 Demonstrate the ability to plan and effect change in nursing practice and in the health care delivery system.
- 1.2.7 Establish collaborative relationship with members of other disciplines.
- 1.2.8 Demonstrate interest in continued learning for personal and professional advancement.

## **2.0 COURSE STRUCTURE**

The post graduate degree in nursing two year course here in after designated as M. Sc. (Nursing).

- 2.1 The duration of M.Sc. (N) Course shall extend over a period of two years consisting named below:
  - i. M.Sc. (N) 1st Year
  - ji. M.Sc. (N) 11nd Year

## **3.0 ACADEMIC QUALIFICATION FOR ADMISSION**

- 3.1 The candidate should be a Registered Nurse and Registered Midwife or equivalent with any State Nursing Registration Council.

- 3.2 The minimum education requirements shall be the passing of; B.Sc. Nursing / B.Sc. Hons. Nursing / Post Basic B.Sc. Nursing with minimum of 55% aggregate marks.
- 3.3 The candidate should have undergone in B.Sc. Nursing / B.Sc. Hons. Nursing/ Post Basic B.Sc. Nursing in an institution which is recognized by Indian Nursing Council.
- 3.4 Minimum one year of work experience after Basic B.Sc. Nursing.
- 3.5 Minimum one year of work experience prior or after Post Basic B.Sc. Nursing.
- 3.6 Candidate shall be medically fit.
- 3.7 5% relaxation of marks for SC/ST candidates may be given.

#### **4.0 CRITERIA FOR SELECTION**

- 4.1 Entrance/Selection test Selection of the candidates should be based on the merit of the entrance examination or qualifying examination as per guidelines of Medical Education Dept Govt. of M.P., Bhopal.



## **5.0 COURSE DURATION**

- 5.1 The complete duration of M.Sc. (N) course shall be two years.
- 5.2 The duration of each academic year of M.Sc. (N) I & II years shall be not less than 10 month.
- 5.3 The maximum period to complete the course successfully should not exceed 4 years from the date of admission.

## **6.0 COURSE COMMENCEMENT**

- 6.1 The commencement of 1st year M.Sc. (N) shall start during the period of July /August of every year.
- 6.2 Vacation shall be granted maximum four weeks duration between 2 academic years.
- 6.3 The subject to be studied in different academic year of M.Sc. (N) shall be as per scheme given as in subsequent sequence.

## **7.0 EXAMINATION**

- 7.1 The medium of instruction and examination shall be English throughout the course of the study.
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## 7.2 SCHEME OF EXAMINATION

### First Year

Subjects	Theory			Practical		
	Hours	Internal	External	Hours	Internal	External
Nursing Education	3	25	75		50	50
Advance Nursing Practice	3	25	75			
Nursing Research and Statistics	3	25	75			
Clinical Specialty -1	3	25	75		100	100
<b>Total</b>		<b>100</b>	<b>300</b>		<b>150</b>	<b>150</b>

### Second Year

Subjects	Theory			Practical		
	Hours	Internal	External	Hours	Internal	External
Nursing Management	3	25	75			
Dissertation & Viva					100	100
Clinical Specialty -1	3	25	75		100	100
<b>Total</b>		<b>50</b>	<b>150</b>		<b>200</b>	<b>200</b>

**University Examination**

- 7.3.1 Minimum pass marks shall be 50 % in each of the Theory and practical papers separately.
- 7.3.2 A candidate has to pass in theory and practical exam separately in each of the paper.
- 7.3.3 The University assessment marks for the theory subjects shall be out of 75 marks.
- 7.3.4 The University assessment marks for the theory subjects of Nursing Research and Statistics shall be given out of 75, consisting of Nursing Research 50 and Statistics 25 Marks.
- 7.3.5 The Practical examination marks for the University assessment shall be out of 100 marks except Nursing Education shall be out 50 Marks.
- 7.3.6 Candidate who fails in any subject shall be permitted to continue the studies into the second year.
- 7.3.7 The candidate shall not be allowed to appear for the Second year examination till such time that he/she passes all subjects of the first year M.Sc nursing examination.
- 7.3.8 A candidate failing in more than two subjects will not be promoted to the 11nd year.

- 7.3.9 Maximum no. of attempts per subject is three (3) inclusive of first attempt.
- 7.3.10 The practical examination should be done for 4 hours of practical examination per student.
- 7.3.11 Maximum number of students should not exceed more than 10 students per day per specialty.
- 7.3.12 The examination should be held in clinical area only for clinical specialties.
- 7.3.1 Maximum number of candidates for all practical examination should not exceed 10 per day.
- 7.3.14 The dissertation examination should be minimum 30 minutes Viva-voce per student.

#### 7.4 Internal Examination

- 7.4.1 The internal assessment of the students is based on Techniques Weightage
- Two test 50
  - Assignment 25
  - Seminar / presentation 25
- 7.4.2 The internal assessment marks for the theory subjects shall be out of 25 marks.

**7.4.3** The internal assessment marks for the theory subjects of Nursing Research and Statistics shall be given out of 25, consisting of Nursing Research 15 and Statistics 10 Marks.

**7.4.4** The Practical examination marks for the internal assessment shall be out of 100 marks except Nursing Education shall be out 50 Marks.

**7.4.5** The internal assessment marks for the practical subjects shall be awarded on the basis of evaluation of performance of the student in the specific area / field.

## **7.5 Supplementary Examination**

**7.5.1** If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and practical).

**7.5.2** There will be only one mid-session Supplementary Examination held by the University ordinarily held in the month of September / October. There will another Supplementary Examination at the time of Annual main examination.

**7.5.3** Non appearance at an examination on grounds of sickness or otherwise will be treated as one of the three attempts,

## **7.6 Guidelines for Dissertation**

### **7.6.1 Tentative Schedule for dissertation shall be as follows**

- 7.6.1.1 Submission of the research proposal: End of 9th month of 1st year.**
- 7.6.1.2 Submission of dissertation - Final: End of 9th month of 2nd Year.**

### **7.6.2 Qualification of Research Guide**

- 7.6.2.1 Main guide: Nursing faculty / nursing expert in the same clinical specialty holding Ph.D. / M, Phil or M. Sc. Nursing with a minimum of 3 years experience in teaching in the Post Graduate Program in Nursing.**
- 7.6.2.2 Co-Guide: A Co-Guide is a nursing faculty/expert in the field of study (may be from outside the college but should be within the city.)**
- 7.6.2.3 Guide: Students Ratio: Maximum of 1:4 (including as co-guide)**

### **7.6.3 There should be a research committee comprising of minimum 5 members chaired by the Principal, College of Nursing.**

7.6.4 The research topics shall be approved by institutional research committee.

7.6.5 Administrative approval and ethical clearance should be obtained

## 8.0 CRITERIA FOR PASSING

8.1 Minimum pass marks shall be 50 % in each of the Theory and practical papers separately.

8.2 A candidate has to pass in theory and practical exam separately in each of the paper.

8.3 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and practical).

## 9.0 DIVISION & MERIT

9.1 For declaring the rank aggregate of 2 years marks to be considered.

9.2 Classification of results

- |      |  |               |
|------|--|---------------|
| i.   | Distinction  | 75% and above |
| ii.  | First Division   | 60 - 74 %     |
| iii. | Second Division  | 50-59 %       |
| iv   | 50% pass in each of the theory and practical separately. |               |

## **10.0 ATTENDANCE**

10.1 A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each subject for appearing for examination.

10.2 A candidate must have 100% attendance in each of the practical area before award of degree.

## **11.0 APPOINTMENT OF EXAMINERS**

11.1 Question paper setter / moderator / head evaluator / Examiner shall have minimum 3 years experience after M. Sc nursing working in any nursing institute conducting nursing courses can be appointed.

11.2 Practical examiner- One internal and one external examiner (outside the University) should jointly conduct practical examination for each student.

### **11.3 Evaluation of the Dissertation**

11.3.1 Evaluation of the dissertation should be done by the examiner prior to viva.

11.3.2 One internal and one external examiner (outside the University) should evaluate dissertation and jointly conduct viva-voce for each student

11.3.3 For Dissertation Internal examiner should be the guide and external examiner should be Nursing



faculty / nursing expert in the same clinical specialty holding Ph.D. / M. Phil or M.Sc. Nursing with a minimum of 3 years experience in guiding the research projects for Post Graduate students of Nursing.

## **12.0 REVALUATION / RE-TOTALING**

12.1 Revaluation and re-totalling of marks is permitted for theory papers only. The University, on application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subject(s) applied.

12.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and regulation of the Malwanchal University.

## **13.0 CANCELLATION OF ADMISSION**

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, if

13.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University.

OR

13.2 Candidate is notable to complete the course within the stipulated time as prescribed in 5.3.

OR

13.3 Candidate is found involved in serious breach of discipline in the institution or in the University campus.

#### 14.0 SCHEME OF STUDIES

14.1 Annual schedule of studies Available 52 weeks

i.	Vacation	4 weeks
ii	Examination	2 weeks
v.	Gazetted holidays	3 weeks
v.	Total weeks available	43 weeks
vi.	40 hours per week	1720 hours
vii.	Total hours for 2 years	3440 hours

14.2 The subject to study in different academic year of M.Sc. (N) shall be as per the scheme given in subsequent sections.

#### Distribution of Hours

#### FIRST YEAR

Paper No.	Subject	Theory	Practical
1	Nursing Education	150	150
2	Advance Nursing Practice	150	200
3	Nursing Research and Statistics	150	100
4	Clinical Specialty -1	150	650
	<b>Total</b>	<b>600</b>	<b>1100</b>

**SECOND YEAR**

<b>Paper No.</b>	<b>Subject</b>	<b>Theory</b>	<b>Practical</b>
5	Nursing Management	150	150
6	Nursing Research (Dissertation)		300
7	*Clinical Specialty – II	150	950
	<b>Total</b>	<b>300</b>	<b>1400</b>

\* Clinical Specialty - Medical Surgical Nursing (Cardio Vascular & Thoracic Nursing, Critical Care Nursing,

Oncology Nursing, Neurosciences Nursing, Nephro-Urology Nursing, Orthopedic Nursing, Gastro - Enterology Nursing),

Obstetric & Gynecological Nursing, Child Health Nursing (Paediatric), Mental Health Nursing (Psychiatric), Community Health Nursing.

**Note:-**Educational visit 2 weeks.

**Ordinance No. 20****M.Sc. MEDICAL BIOCHEMISTRY****(03 Years Course)****1.0 AIMS & OBJECTIVES****1.1 AIMS**

- 1.1.1 Graduate medical curriculum is oriented towards training students to undertake the responsibilities of a trained medical biochemist who is capable of looking after the preventive and diagnostic aspect of Medical Biochemistry.
- 1.1.2 With wide range of career opportunities available today, a graduate has a wide choice of career opportunities. The training, though broad based and flexible shall aim to provide an educational experience of the essentials required for health care in our country. Training is designed to meet internationally acceptable standards.
- 1.1.3 To undertake the responsibilities of service situations which is a changing condition and of various types, it is essential to provide adequate placement training tailored to the needs of such services as to enable the graduates to become effective instruments of implementation of those requirements.
- 1.1.4 The educational experience shall emphasize health and community orientation instead of only disease and hospital orientation or being-concentrated - on-curative -aspects. As such all the basic concepts of modern scientific medical education are to be adequately dealt with.

- 1.1.5 There must be enough experiences to be provided for self learning. The methods and techniques that would ensure this must become a part of teaching-learning process.
- 1.1.6 Lectures alone are generally not adequate as a method of training and are a poor means of transferring/acquiring information and even less effective at skill development and in generating the appropriate attitudes. Every effort shall be made to encourage the use of active methods related to demonstration and on firsthand experience. While the curriculum objectives often refer to areas of knowledge or science, they are best taught in a setting of clinical relevance and hands on experience for students who assimilate and make this knowledge a part of their own working skills.
- 1.1.7 Proper records of the work shall be maintained.
- 1.1.8 Every attempt shall be made to encourage students to participate in group discussions and seminars to enable them to develop personality, character, expression and other faculties which are necessary for a medical graduate to function either in solo practice or as a team leader when he begins his independent career. A discussion group shall not have more than 20 students.
- 1.1.9 Faculty member shall avail modern educational technology while teaching the students and to attain this objective.
- 1.1.10 Institution shall insure that adequate financial and technical inputs are provided.
- 1.1.11 The Institution shall have a curriculum committee which would plan curricula and instructional method which will be regularly updated.

**1.1.12 Integration of ICT in learning process will be implemented.**

**1.2 OBJECTIVES**

At the end of postgraduate program, the medical M.Sc. student should be able to:

- 1.2.1 Recognize 'health for all' as a national goal and health right of all citizens and by undergoing training & fulfill his/her social obligations towards realization of this goal.
- 1.2.2 Learn every aspect of National policies on health and devote himself/herself to its practical implementation.
- 1.2.3 Achieve competence in practice of holistic medicine, encompassing promotive preventive, curative and rehabilitative aspects of common diseases.
- 1.2.4 Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living.
- 1.2.5 Become exemplary citizen by observation of medical ethics and fulfilling social and professional obligations, so as to respond to national aspirations.
- 1.2.6 Be competent in diagnosis and management of common health problems of the individual and the community, commensurate with his/her position as a member of the health team at the primary, secondary or tertiary levels, using his/her clinical & diagnostic skills based on history and relevant investigations.
- 1.2.7 Be competent to practice preventive, promotive, curative and rehabilitative medicine in respect to the commonly encountered health problems.

- 1.2.8 Be able to appreciate the socio-psychological, cultural, economic and environmental factors affecting health and develop humane attitude towards the patients in discharging one's professional responsibilities.
- 1.2.9 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine.
- 1.2.10 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medical biochemistry
- 1.2.11 Acquire basic management skills in the area of human resources, materials and resource management related to health care delivery, General and hospital management, principal inventory skills and counseling.
- 1.2.12 Be able to identify community health problems and learn to work to resolve these by designing, instituting corrective steps and-evaluating outcome of such measures.
- 1.2.13 Be able to work as a leading partner in health care teams and acquire proficiency in communication skills.
- 1.2.14 Be able to make use of conventional techniques/instruments to perform biochemical analysis relevant to clinical screening and diagnosis.
- 1.2.15 Be competent to analyze and interpret investigative data.
- 1.2.16 Be able to demonstrate the skill of solving scientific and clinical problems and decision making.
- 1.2.17 Be competent to work in a variety of health care settings.
- 1.2.18 Have personal characteristics and attitudes required for professional life such as personal integrity, sense of responsibility and dependability and ability to relate to or show concern for other individuals.

- 1.2.19 All efforts shall be made to equip the postgraduate in Medical Biochemistry to acquire the skills as detailed in

## APPENDIX-A

### 2.0 COURSE STRUCTURE

#### 2.1 Training Period and Time Distribution

2.1.1 The course will be of 3 years duration

2.1.2 The first year is a foundation course, where the students will be familiarized with the basic subjects. There will be didactic lectures, regular practical and demonstration classes.

2.1.3 The second & third year is devoted to medical biochemistry. Apart from regular lecture and practical classes, there will be group discussions, seminars, journal clubs etc. There will be hands-on training in diagnostic laboratories too.

2.1.4 Each student will be given a research thesis topic to provide experience in research methodology.

#### 2.2 Year wise Subject Details

2.2.1 Part -1 Theory (Foundation course)

Paper-1 : Introductory Anatomy, Physiology, Pathology, Microbiology and Immunology in relation to Biochemistry

Paper-II : Principles of Biochemistry

**Practicals**



Adequate number of demonstration and practical training to be given in Anatomy, Physiology, Biochemistry, Haematology and Biochemistry.

**2.2.2 Part 2 (2nd & 3rd Year) Medical Biochemistry Theory**

Paper-	Applied and Clinical Biochemistry.
Paper- I	Vitamins, Hormones and Nutrition.
Paper- II	Metabolism, Genetics and Molecular Biochemistry.

**Practical Training - Adequate practical training shall be given**

**2.2.3 Thesis**

Each candidate after passing M.Sc.(Medical Biochemistry) Pat-I examination shall submit plan for the Thesis/Dissertation on the proposed subject through his/her Guide & the Head of the Institution to the University for registration of the subject within six months. The Thesis/Dissertation shall be submitted to the University at least 04 months before the date fixed for the examination.

The Thesis/Dissertation may relate to the study of series of clinical cases in the same subject specialty or may be research on specific problem.

Approval by the examiner of the thesis submitted by the candidate shall be pre-condition for his admission to the written part of the M.Sc. (Medical Biochemistry) Part - II examination.

The thesis will be evaluated by two external and one main internal examiner.

**3.0 ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION**

**3.1 Eligibility!**

MBBS BDS or B. Sc (Biology / Microbiology / Biochemistry / Zoology/Botany/ Bio-technology) from any recognized University with chemistry as compulsory subject. Medical graduates will be preferred,

**3.2 Selection of Students:**

- 3.2.1 Selection of candidates for the M.Sc. course shall be done strictly on merit basis. This will be based on academic performance in qualifying examination by counseling / interview and scrutiny as per guidelines of Medical Education Dept Govt. of M.P., Bhopal.
- 3.2.2 If a selected candidate does not join the course by the stipulated date, the selection will automatically stand cancelled and the seat will be offered to the first candidate on the waiting list.
- 3.2.3 The decision of the Head of the Institution will be final in matter of selection of candidates and no appeal shall be entertained on this subject.
- 3.2.4 Candidates who are already in service will be required to apply through proper channel along with NOC from the employer.
- 3.2.5 The upper age for applying for the course is 30 years (as on 1st July 2010). No upper age limit for female candidates. Relaxation in age shall be as per Government Rules.

**COMMENCEMENT OF COURSE**

The course for M.Sc. Medical Biochemistry shall commence by July/ August of the year.

## **5.0 REGULATION RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENTS**

**5.1 Examination Regulations - Essentialities for qualifying to appear in professional examinations. The performance in essential components of training are to be assessed, based on:**

**5.1.1 Attendance** 75% attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussions, tutorials, demonstrations, practicals, hospital (Tertiary Secondary, Primary) posting.

### **5.1.2 Internal Assessment**

**5.1.2.1** It shall be based on day to day assessment, evaluation of student assignment, preparation for seminar, presentation etc.:

**5.1.2.2** Three examinations shall be conducted during the year.

**5.1.2.3** Student must secure at least 35% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final University examination of that subject.

**5.1.2.4** Internal assessment shall relate to different ways in which students participation in learning participation in learning process during semesters in evaluated. Some examples are as follows:

Preparation of subject for students seminar. Problem solving exercise. Participation in Project for health care in the community (planning stage to evaluation). Proficiency in carrying out a practical or a skill in small research project.

Multiple choice questions (MCQ) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/Vacation work.

## 6.0 APPOINTMENT OF EXAMINERS

- 6.1 No person shall be appointed as an examiner in any of the subjects of the Professional examination leading to and including the final examinations for the award of the degree unless he has taken at least five years previously, a doctorate degree of a recognized University or an equivalent qualification in the particular subject as per recommendation of the "Council on teachers eligibility qualifications and has had at least five years of total teaching experience in the subject concerned in a college affiliated to a recognized University at a faculty position.
- 6.2 There shall be at least four examiners out of whom not less than 50% must be external examiners. Of the four examiners, the senior most internal examiner will act as the Chairman and co-ordinator of the whole examination program so that sanctity and integrity is maintained throughout the examination.
- 6.3 Non medical scientists engaged in the teaching of medical students as whole time teachers, may be appointed examiners in their concerned subjects provided they possess requisite doctorate (PhD) qualifications and five year teaching experience of medical students after obtaining their doctorate (PhD) qualifications. Provided further that the 50% of the examiners (Internal & External) are from the medical qualification stream.
- 6.4 External examiners shall not be from the same University and preferably be from outside the state.

- 6.5 The internal examiner in a subject shall not accept external examiner ship for a college from which external examiner is appointed in his subject.
- 6.6 External examiners shall rotate at an interval of 2 years.
- 6.7 There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.
- 6.8 Except Head of the department of subject concerned in a college/institution, all other with the rank of reader or equivalent and above with requisite qualifications and experience shall be appointed internal examiners by rotation in their subjects; provided that where there are no posts of readers, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as examiner.

#### **7.0 UNIVERSITY EXAMINATIONS: THEORY AND PRACTICAL**

- 7.1 Theory papers will be prepared by the examiners where nature of questions will be Short Answer Questions (SAQ), Long Answer Questions (LAQ), Assay type, and Multiple Choice Questions. Marks for each part indicated separately.
- 7.2 Practicals will be conducted in the laboratories. The objective will be to assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion. Practicals shall take into account common diseases which the student is likely to come in contact in practice.
- 7.3 Viva/oral includes evaluation of management approach.
- 7.4 The examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary for knowledge, minimum skills along with clear concepts of the fundamentals which are necessary for him to carry out his professional day to day work competently. Evaluation will be carried out on an objective basis.

7.5 Question papers should preferably be of short structure/objective type.

7.6 During evaluation (both Internal and External) it shall be ascertained if the candidate has acquired the skills as detailed in Appendix-A.

7.7 There, shall be one main examination in a year and a supplementary to be held not later than 6 months after the publication of its results,

7.8 Universities Examinations shall be held as under: -

7.8.1 The examination in M. Sc (Medical Biochemistry) Part 1 shall consist of

- a. Theory paper
- b. Practical examination & Viva voce
- c- Internal Assessment

a. Theory examination: (each of 3 hrs duration)

**Paper I:** Introductory Anatomy, Physiology, Pathology, Microbiology and Immunology in relation to Biochemistry  
-100 marks

**Paper II:** Principles of Biochemistry -100 marks

b. Practical examination & Viva voce -100 marks  
(60 + 40)

c. Internal Assessment -100 marks

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- **Total** **400 marks**

7.8.2 Note: The student will be admitted to part 2 only after the student passes the part 1 examination.

The examination in M. Sc.(Medical Biochemistry) Part2 shall consist of

- a. Thesis
- b. Theory paper
- c. Practical examination & Viva voce
- d. Internal Assessment

**a. Thesis (100 marks):**

Each candidate after passing M. Sc Part - I examination will submit plan for the Thesis / Dissertation on the proposed subject through his/her Guide & the Head of the Institution to the University for registration of the subject within six months.

The Thesis/Dissertation will be submitted to the University at least 04 months before the date fixed for the examination.

The Thesis/Dissertation may relate to the study of series of clinical cases in the same subject specialty or may be research on specific problem.

Approval by the examiner of the thesis submitted by the candidate shall be pre-condition for his admission to the written part of the M.Sc. Part - II examination.

The thesis will be evaluated by two external and one main internal examiner.

- b. Theory examination: (each for 100 marks and of 3 hours duration)  
Paper 1: Applied and Clinical Biochemistry Paper  
2: Vitamins, Hormones and Nutrition.  
Paper 3: Metabolism, Genetics and Molecular Biochemistry
- c. Practical examination & Viva voce (for 60 + 40 marks and of 3 days duration) will consist of

exercises of quantitative and qualitative estimation of various biochemical parameters in biological fluids.

- d. Internal assessment (100 marks) Includes Sessional examinations, record books and day-to-day assessments

<b>Thesis</b>	-	<b>100 marks</b>
<b>Paper-I</b>	-	<b>100 marks</b>
<b>Paper-II</b>	-	<b>100 marks</b>
<b>Paper-III</b>	-	<b>100 marks</b>
<b>Practical &amp; Viva voce (60 + 40)</b>		<b>100 marks</b>
<b>Internal Assessment</b>	-	<b>100 marks</b>
<hr/>		
<b>Total</b>		<b>600 marks</b>

### 7.10 Criteria for passing

- 7.10.1 Results of University examinations shall be declared before the start of teaching for next academic session.
- 7.10.2 Passing in Ist part is compulsory before proceeding to Part II training.
- 7.10.3 In order to pass the examination the student must secure a minimum of 50% marks in theory and practicals separately,
- 7.10.4 Marks of Viva Voce shall be added to theory.

### 7.11 Division and Merit list

- 7.11.1 The division shall be awarded only after Part II University examination and shall be based on the aggregate marks obtained by the candidate at his /her successful attempts at the 1st and 2nd part of M.Sc. Medical Biochemistry University examinations. There shall be only three divisions as follows—



- 1st division with honors : 75 % and above
- 1st division 60 % and above but below 75%
- 2nd division : 50 % and above but below 60%

7.11.2 The merit shall be declared by the University after the declaration of result of 2nd Part of M.Sc. Medical Biochemistry University examinations .on the basis of the integrated performance of all University examinations. The merit list shall include first 5 candidates securing at least 1st division and passing all M.Sc. Medical Biochemistry University examinations in single attempts

#### **7.12 Condonation of deficiency in marks**

- 7.12.1 The grace marks up to a maximum of five marks may be awarded at the discretion of the University to a student.
- 7.12.2 After condonation of marks the result of the concerned University examination shall be declared as "Pass by condonation" or "Pass by grace".

### **8.0 REVALUATION / RE-TOTALING**

- 8.1 Re-totalling-The University on application and remittance of stipulated fees as prescribed by the University shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/papers for theory of all subject for which a candidate has appeared in the University examination. Any error in addition of marks awarded, if identified shall be suitably rectified.
- 8.2 Revaluation- Revaluation of theory papers in all years of study of the M.Sc. Medical Biochemistry course shall be permissible by the University on application and remittance of the prescribed fees within the stipulated time. Such answer scripts shall be reevaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the result reconsidered accordingly.

## **9.0 CANCELLATION OF ADMISSION**

- 9.1** The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:
- 9.1** He/ She is not found to be qualified or eligible as per University norms and guidelines.
- 9.2** He/She is found to have produced false / forged documents or found to have used unfair means to secure admission.
- 9.3** He/she is found to be involved in serious breach of discipline in the institution or the University campus.

**Ordinance No. 21****M. Sc. MEDICAL MICROBIOLOGY****1.0 AIMS & OBJECTIVES****1.1 AIMS**

- 1.1.1 Graduate medical curriculum is oriented towards training students to undertake the responsibilities of a trained medical microbiologist who is capable of looking after the preventive and diagnostic aspect of Medical Microbiology.
- 1.1.2 With wide range of career opportunities available today, a graduate has a wide choice of career opportunities. The training, though broad based and flexible shall aim to provide an educational experience of the essentials required for health care in our country. Training is designed to meet internationally acceptable standards.
- 1.1.3 To undertake the responsibilities of service situations which is a changing condition and of various types, it is essential to provide adequate placement training tailored to the needs of such services as to enable the graduates to become effective instruments of implementation of those requirements.
- 1.1.4 The educational experience shall emphasize health and community orientation instead of only disease

and hospital orientation or being-concentrated - on-curative - aspects. As such all the basic concepts of modern scientific medical education are to be adequately dealt with.

- 1.1.5 There must be enough experiences to be provided for self learning. The methods and techniques that would ensure this must become a part of teaching-learning process,
- 1.1.6 Lectures alone are generally not adequate as a method of training and are a poor means of transferring/acquiring information and even less effective at skill development and in generating the appropriate attitudes. Every effort shall be made to encourage the use of active methods related to demonstration and on firsthand experience. While the curriculum objectives often refer to areas of knowledge or science, they are best taught in a setting of clinical relevance and hands on experience for students who assimilate and make this knowledge a part of their own working skills.
- 1.1.7 Proper records of the work shall be maintained.
- 1.1.8 Every attempt shall be made to encourage students to participate in group discussions and seminars to enable them to develop personality, character, expression and other faculties which are necessary for a medical graduate to function either in solo practice or as a team leader when he begins his

independent career. A discussion group shall not have more than 20 students.

- 1.1.9 Faculty member shall avail modern educational technology while teaching the students and to attain this objective.
- 1.1.10 Institution shall insure that adequate financial and technical inputs are provided.
- 1.1.11 The Institution shall have a curriculum committee which would plan curricula and instructional method which will be regularly updated.
- 1.1.12 Integration of ICT in learning process will be implemented.

## **1.2 OBJECTIVES**

At the end of undergraduate program, the medical student should be able to:

- 1.2.1 Recognize "health for all" as a national goal and health right of all citizens and by undergoing training & fulfill his/her social obligations towards realization of this goal.
- 1.2.2 Learn every aspect of National policies on health and devote himself/herself to its practical implementation.

- 1.2.3 Achieve competence in practice of holistic medicine, encompassing promotive, preventive, curative and rehabilitative aspects of common diseases.
- 1.2.4 Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living.
- 1.2.5 Become exemplary citizen by observation of medical ethics and fulfilling social and professional obligations, so as to respond to national aspirations.
- 1.2.6 Be competent in diagnosis and management of common health problems of the individual and the community, commensurate with his/her position as a member of the health team at the primary, secondary or tertiary levels, using his/her clinical & diagnostic skills based on history and relevant investigations.
- 1.2.7 Be competent to practice preventive, promotive, curative and rehabilitative medicine in respect to the commonly encountered health problems.
- 1.2.8 Be able to appreciate the socio-psychological, cultural, economic and environmental factors affecting health and develop humane attitude towards the patients in discharging one's professional responsibilities.

**1.2.9 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine.**

**1.2.10 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medical microbiology**

**1.2.11 Be familiar with the basic factors which are essential for the implementation of the National Health Program including practical aspects of the following:**

- Sanitation and water supply.
- Prevention and control of communicable and non-communicable diseases.
- Immunization.
- Health Education.
- IPHS standard of health at various level of service delivery, medical waste disposal.
- Organizational institutional arrangements.

**1.2.12 Acquire basic management skills in the area of human resources, materials and resource management related to healthcare delivery, General and hospital management, principal inventory skills and counseling.**

- 1.2.13 Be able to identify community health problems and learn to work to resolve these by designing, instituting corrective steps and evaluating outcome of such measures.
- 1.2.14 Be able to work as a leading partner in health care teams and acquire proficiency in communication skills.
- 1.2.15 Be competent to work in a variety of health care settings.
- 1.2.16 Have personal characteristics and attitudes required for professional life such as personal integrity, sense of responsibility and dependability and ability to relate to or show concern for other individuals.
- 1.2.17 All efforts shall be made to equip the postgraduate in medical microbiology to acquire the requisite skills.

## 2.0 COURSE STRUCTURE

### 2.1 Training Period and Time Distribution

- 2.1.1 The course will be of 3 years duration



2.1.2 The first year shall be a foundation course, where the students will be familiarized with the basic subjects. There will be didactic lectures, regular practical and demonstration classes.

2.1.3 The second & third year shall be devoted to medical microbiology. Apart from regular lecture and practical classes, there will be group discussions, seminars, journal clubs etc. There will be hands-on training in diagnostic laboratories too.

2.1.4 Each student shall be given a research thesis topic to provide experience in research methodology.

## 2.2 Year wise subject details

### 2.2.1 Pat-I (Foundation course)

Paper - I : Introductory Anatomy,  
Physiology, Pathology,  
Biochemistry and  
Immunology in relation  
to Microbiology

Paper - II : Basic principles of  
Microbiology

**2.2.2 Part - II (Medical Microbiology)**

Paper-I	:	General Bacteriology & Immunology
Paper-II	:	Systemic Bacteriology & Mycology
Paper-III	:	Virology & Parasitology

**2.3 Thesis**

Each candidate after passing M.Sc. (Medical Microbiology) Part-I examination shall submit plan for the Thesis/Dissertation on the proposed subject through his/her Guide & the Head of the Institution to the University for registration of the subject within six months. The Thesis/Dissertation shall be submitted to the University at least 04 months before the date fixed for the examination.

The Thesis/Dissertation may relate to the study of series of clinical cases in the same subject specialty or may be research on specific problem.

Approval by the examiner of the thesis submitted by the candidate shall be pre-condition for his admission to the written part of the M.Sc. (Medical Microbiology) Part- II examination. The thesis will be evaluated by two external and one main internal examiner.

**3.0 ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION****3.1 Eligibility:**

MBBS/ BDS or B.Sc. (Biology / Microbiology / Biochemistry / Zoology /

Botany/ Bio-technology) from any recognized University.  
Medical graduates will be preferred.

### **3.2 Selection of Students:**

3.2.1 Selection of candidates for the M.Sc. course shall be done strictly on merit basis. This will be based on academic performance in qualifying examination by counseling / interview and scrutiny as per guidelines of Medical Education Dept Govt. of M.P., Bhopal.

3.2.2 If a selected candidate does not join the course by the stipulated date, the selection will automatically stand cancelled and the seat will be offered to the first candidate on the waiting list.

3.2.3 The decision of the Head of the Institution will be final in matter of selection of candidates and no appeal shall be entertained on this subject.

3.2.4 Candidates who are already in service will be required to apply through proper channel along with NOC from the employer.

3.2.5 The upper age for applying for the course is 30 years (as on 1st July 2010). No upper age limit for female candidates. Relaxation in age shall be as per Government rules.

#### **4.0 COMMENCEMENT OF COURSE**

The course for M.Sc. Medical Microbiology shall commence by July/ August of the year.

#### **5.0 REGULATION RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENTS**

5.1 Examination Regulations - Essentialities for qualifying to appear in professional examinations. The performance in essential components of training are to be assessed, based on:

5.1.1 Attendance 75% attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussions, tutorials, demonstrations, practical's, hospital (Tertiary Secondary, Primary) posting.

5.1.2 Internal Assessment

5.1.2.1 It shall be based on day to day assessment, evaluation of student assignment, preparation for seminar, clinical case presentation etc.:

5.1.2.2 Three examinations shall be conducted during the year.

**5.1.2.3** Student must secure at least 35% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final University examination of that subject.

**5.1.2.4** Internal assessment shall relate to different ways in which student's participation in learning participation in learning process during the academic year shall be evaluated. Some examples are as follows:

- Preparation of subject for student's seminar.
  - Problem solving exercise.
  - Participation in Project for health care in the community (planning stage to evaluation).
  - Proficiency in carrying out a practical or a skill in small research project.
  - Multiple choice questions (MCQ) test after completion of a system/teaching.
- Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/action work.

## **6.0 APPOINTMENT OF EXAMINERS**

- 6.1 No person shall be appointed as an examiner in any of the subjects of the Professional examination leading to and including the final examinations for the award of the degree unless he has taken at least five years previously, a doctorate degree of a recognized University or an equivalent qualification in the particular subject as per recommendation of the "Council on teachers eligibility qualifications and has had at least five years of total teaching experience in the subject concerned in a college affiliated to a recognized University at a faculty position.
- 6.2 There shall be at least four examiners out of whom not less than 50% must be external examiners. Of the four examiners, the senior most internal examiner will act as the Chairman and coordinator of the whole examination program so that sanctity and integrity is maintained throughout the examination.
- 6.3 Non medical scientists engaged in the teaching of medical students as whole time teachers, may be appointed examiners in their concerned subjects provided they possess requisite doctorate (PhD) qualifications and five year teaching experience of medical students after obtaining their doctorate (PhD) qualifications. Provided further that the 50% of the examiners (Internal & External) are from the medical qualification stream.
- 6.4 External examiners shall not be from the same University and preferably be from outside the state.

- 6.5 The internal examiner in a subject shall not accept external examiner ship for a college from which external examiner is appointed in his subject.
- 6.6 External examiners shall rotate at an interval of 2 years.
- 6.7 There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.
- 6.8 Except Head of the department of subject concerned in a college/institution, all other with the rank of reader or equivalent and above with requisite qualifications and experience shall be appointed internal examiners by rotation in their subjects; provided that where there are no posts of readers, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as examiner.

## **7.0 UNIVERSITY EXAMINATIONS: THEORY AND PRACTICAL**

- 7.1 Theory papers will be prepared by the examiners where nature of questions will be Short Answer Questions (SAQ), Long Answer Questions (LAQ), Assay type, and Multiple Choice Questions. Marks for each part indicated separately.
- 7.2 Practical's shall be conducted in the laboratories. The objective will be to assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion. Practicals shall take into account common diseases which the student is likely to come in contact in practice.
- 7.3 Viva/oral includes evaluation of management approach.

- 7.4 The examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary for knowledge, minimum skills along with dear concepts of the fundamentals which are necessary for him to carry out his professional day to day work competently. Evaluation will be carried out on an objective basis.
- 7.5 Question papers should preferably be of shot structure/objective type.
- 7.6 During evaluation (both Internal and External) it shall be ascertained if the candidate has acquired the requisite skills
- 7.7 There shall be one main examination in a year and a supplementary to be held not later than 6 months after the publication of its results.
- 7.8 Universities Examinations shall be held as under:-
- 7.8.1 The examination in M.Sc. (Medical Microbiology) Part-1 (Foundation course) shall consist of
- a. Theory paper
  - b. Practical examination & Viva voce
  - c. Internal Assessment
- a) **Theory examination: (each of 3 hrs duration)**
- Paper I :**      Introductory Anatomy,      - 100 marks  
                         Physiology, Pathology,  
                         Biochemistry and  
                         Immunology in relation  
                         to Microbiology



<b>Paper II :</b>	<b>Basic principles of Microbiology</b>	<b>- 100marks</b>
a) Practical examination &		<b>-100 marks</b>
b) Viva voce (60+40marks)		
Internal Assessment		<b>-100 marks</b>
<b>Total</b>		<b>400 marks</b>

7.8.2 Note: The student will be admitted to pat 2 only after the student passes the part 1 examination.

7.9 The examination in M.Sc. (Medical Microbiology) Pat 2 shall consist of

- Thesis
- Theory paper
- Practical examination & Viva voce
- Internal Assessment

a. Thesis (100 marks):

Each candidate after passing M. Sc Pat - I examination will submit plan for the Thesis / Dissertation on the proposed subject through his/ her Guide & the Head of the Institution to the University for registration of the subject within six months.

The Thesis/Dissertation will be submitted to the University at least 04 months before the date fixed for the examination.

The Thesis/Dissertation may relate to the study of series of clinical cases in the same subject specialty or may be research on specific problem.

Approval by the examiner of the thesis submitted by the candidate shall be pre-condition for his admission to the written part of the M.Sc. Pat- II examination.

The thesis will be evaluated by two external and one main internal examiner.

**b. Theory examination: (each for 100 marks and of 3 hours duration)**

Paper 1: General Microbiology, immunology & related applied Microbiology

Paper 2: Systemic bacteriology, mycology & related applied Microbiology

Paper 3: Virology, Parasitology & related applied Microbiology

**c. Practical examination 81 Viva voce**

(for 60 + 40 marks and of 3 days duration)

Will consist of exercises of bacteriology, mycology, parasitology, virology & immunology

**d. Internal assessment (100 marks)**

Includes Sessional examinations, record books and day-to-day assessments

Thesis	-	100 marks
Paper-1	-	100 marks
Paper-II	-	100 marks
Paper-III	-	100 marks
Practical & Viva voce (60 + 40)		100 marks
Internal Assessment	-	100 marks
<b>Total-</b>		<b>600 marks</b>

#### 7.10 Criteria for passing

7.10.1 Results of University examinations shall be declared before the start of teaching for next academic session.

7.10.2 Passing in Ist pat is compulsory before proceeding to Part II training.

7.10.3 In order to pass the examination the student must secure a minimum of 50% marks in theory and practical's separately.

7.10.4 Marks of Viva Voce shall be added to theory.

#### 7.11 Division and Merit list

7.11.1 The division shall be awarded only after Pat II University examination and shall be based on the aggregate marks obtained by the candidate at his /her successful attempts at the 1st and 2nd part of M.Sc. Medical Microbiology University examinations. There shall be only three divisions as follows—

- 1st division with honors 75 % and above
- 1st division 60 % and above but below 75%
- 2nd division 50 % and above but below 60%

7.11.2 The merit shall be declared by the University after the declaration of result of 2nd Pat of M.Sc. Medical Microbiology University examinations. On the basis of the integrated performance of all University examinations. The merit list shall include first 5 candidates securing at least 1st division and passing all M.Sc. Medical Microbiology University examinations in single attempt.

#### 7.12 Condonation of deficiency in marks

7.12.1 The grace marks up to a maximum of five marks may be awarded at the discretion of the University to a student who has failed only in one subject but has passed in all other subjects.

7.12.2 After condonation of marks the result of the concerned University examination shall be declared as "Pass by condonation" or "Pass by grace".

### 8.0 REVALUATION / RE-TOTALING

8.1 Re-totaling- The University on application and remittance of stipulated fees as prescribed by the University shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/papers for theory of all

subject for which a candidate has appeared in the University examination. Any error in addition of marks awarded, if identified shall be suitably rectified.

- 8.2 Revaluation - Revaluation of theory papers in all years of study of the M.Sc. Medical Microbiology course shall be permissible by the University on application and remittance of the prescribed fees within the stipulated time. Such answer scripts shall be reevaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the result reconsidered accordingly.

## 9.0 CANCELLATION OF ADMISSION

- 9.1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:

- 9.1.1 He/ She is not found to be qualified or eligible as per University norms and guidelines.
- 9.1.2 She/he is found to have produced false / forged documents or found to have used unfair means to secure admission.
- 9.1.3 He/ she is found to be involved in serious breach of discipline in the institution or the University campus.

**Ordinance No. 22****BACHELOR OF PHYSIOTHERAPY (BPT)  
04 YEAR DEGREE COURSE****1.0 AIMS AND OBJECTIVES****1.1 AIMS**

1.1.1 Acquisition of adequate theoretical and the practical knowledge and foundation in the basic Pre-clinical, Para-clinical and clinical medical subjects.

1.1.2 Proficiency in the diagnosis and skills of basic physiotherapy procedures and techniques with adequate theoretical basis and rationale of allied sciences.'

1.1.3 To detect and evaluate the anatomical, patho-physiological impairments, resulting in dysfunction of various age groups & occupation; as well as epidemiological features in the population & arrive at appropriate diagnosis.

1.1.4 To understand the rationale & basic investigative approach to the medical system and surgical intervention regimens & accordingly plan & implement specific Physiotherapeutic measures effectively.

1.1.5 To practice Professional Autonomy & Ethical principles with referral as well as first contact clients in conformity with ethical code for Physiotherapists.

**1.1.6 To practice Moral and Ethical values and Evidence Based Practices with regard to Physiotherapy.**

## **1.2 OBJECTIVES**

The Objective of the course which is complementary to medicine shall be to allow the students.

**1.2.1 To acquire adequate theoretical & practical knowledge in the basic medical subjects.**

**1.2.2 To impart Electrotherapy & Therapeutic Exercise procedures with adequate theoretical & practical base.**

**1.2.3 To enable the student to acquire skills in the evaluation & diagnosis of the physical problems presented by the patients.**

**1.2.4 To build up a learning process that shall include living experience, problem oriented approach, case studies & community health care activities.**

**1.2.5 To impart competency in Physiotherapeutic measure of specific choice towards Preventive, Curative, Symptomatic & Restorative or Rehabilitative goals in a variety of health care settings.**

**1.2.6 To develop professional autonomy through independent physical diagnosis and prescription as a physiotherapist for all physiotherapy related referrals and/ or primary clients.**

1.2.7 To endorse physiotherapeutic moral and ethical codes as per international standards and to emphasis on the conduct of professional practice for patient's welfare as the primary responsibility.

1.2.8 To develop confidence in clinical, teaching and administrative assignments and continue to seek further knowledge in the fields of physiotherapy.

1.2.9 To introduce the students to the fundamentals of Biostatistics & Physiotherapy Research activities.

1.2.10 To teach every aspect of National policies on health and devote himself/ herself to its practical implementation.

## 2.0 COURSE STURCTURE

2.1 The Degree in Physiotherapy of 04 years (Four academic years and Six months internship) course here in after called 04 years degree course shall be designated as Bachelor of Physiotherapy, in short BPT.

2.2 Duration of the course: The Bachelor of Physiotherapy (BPT) is a Four & Half year (including internship) regular degree course, named below:

- i. BPT-1 year
- ii. BPT- II year
- iii. BPT- III year
- iv. BPT- IV year

After successful completion of BPT IV year, the student shall require to complete six months Compulsory Rotatory Internship Program.



2.3 Each academic year shall consist of 240 teaching days.

2.4 Compulsory Rotatory Internship shall be not less than 6 months.

2.5 The Student admitted in BPT course shall have to complete the course within the maximum permissible duration of 8 years, from the date of admission.

### **3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION**

3.1 Admission to the First year in Bachelor of Physiotherapy degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 50% marks. However for SC/ST/OBC candidate the percentage will be relaxed to 45%.

3.2 Vocational Subject like Bio-technology, MLT, Fisheries, Dietetics, Live Stock and Poultry etc in substitution for Biology shall be also considered for Eligibility.

3.3 The candidate should have completed minimum of 17 years of age on/before 31st December of the concerned academic session.

3.4 Selection Criteria: The admission in BPT- First Year shall be based on the merit of the qualifying examination.

Common Entrance Test (CET), conducted by the University/ any designated agency as per guidelines of Medical Education Dept. Govt. of M.P., Bhopal.

- 3.5 On admission, every candidate shall have to get fitness certificate from Malwanchal Hospital, for physical fitness.

#### **4.0 COMMENCEMENT OF COURSE**

The course shall be commencing from the month of August of every academic year.

#### **5.0 REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT**

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year).

The medium of Instruction and Examination shall be English throughout the course of the study.

##### **5.1 Attendance**

- 5.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lecturer's delivered and of the practical classes held separately in each subject of the course of the study.

5.1.2 The total lecture and practical shall be conducted as per scheme and syllabus given in subsequent section.

**5.2 Sessional Examinations**

Three Sessional Examination shall be conducted for each subject, separately for theory and practical.

**5.3 Internal Assessment**

The internal assessment for each subject (in Theory and Practical separately) of each academic year shall carry 20 marks in theory and 20 marks in practical, separately.

**5.4 University Examination; Theory & Practical**

**5.4. One written Examination**

- a. The Main Examination shall be held on yearly basis for all the Four years respectively.
- b. There shall be 2 University Examination in a year: Main examination in May/June and Supplementary Examination in October/November. The succeeding Examination shall be held within 6 months.

**5.5 Appointment of the Examiners/ Question Paper Setters**  
The appointment of examiner for the University Examination shall be based on following criteria;

- 5.5.1 For Theory paper setting and valuation there shall be two examiners for each subject, one Internal Examiner and one External Examiner shall be required. Both the examiners shall be

Assistant Processor with 3 years teaching experience in the concerned subject.

5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years teaching experience in the concerned subject.

5.5.3 The External Examiner shall, be the subject expert from outside the University having Masters/ Post Graduate, qualification-in the concerned subject with "minimum 03 years teaching experience.

5.5.4 The Faculty of the Subject/ Head of the Department with minimum 3 years of teaching experience shall be the Internal-Cum-convenor examiner for the examinations.

5.6 Criteria for Passing In each subject/head (Theory and Practical);

5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in Theory plus Viva Voce plus internal Assessment and Practical plus Internal Assessment examination.

5.6.2 Each theory-paper and practical will be treated as separate subject head for the passing.

5.6.3 The student shall carry over two subjects from one year to the following year and must pass in the fail subject before appearing in the next year examination. The student shall carry two subjects from first year to second year, second year to third year as well as third year to fourth year and must pass in the fail subjects before appearing the next year examination.

## 5.7 Division and Merit List

5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/ her successful attempt in annual University Examination.

There shall be Divisions as follows:

Distinction: 75% and above of grand total marks in First attempt.

First Division: >60% and <75% of grand total marks in First attempt.

Second Division: >50% and <60% of grand total marks in First attempt.

Distinction in individual subject: >75% marks in individual subject shall be indicated exclusively in the mark sheet provided in First attempt.

5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first ten candidates securing at least First Division and passing

all the appeared subjects in annual examination in first attempt.

## **6.0 REVALUATION / RE-TOTALING**

**6.1** Student may apply for Re-evaluation and/or Re-totaling of the answer sheet of the appeared subjects, post result for any doubt in the marks obtained on the following criteria:

**6.1.1** Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totaling simultaneously, within stipulated time, as prescribed by the University.

## **7.0 COMPULSORY ROTATORY INTERNSHIP:**

**7.1** There shall be Six months of Internship after the Final year examination, for the candidate who declared passed the examination in all the subjects. Internship should be Rotating and Compulsory for all the students.

**7.2** Internship should be done in minimum 100 bedded specialty hospitals in various specialties.

**7.3** Hospital must have Physiotherapy OPD with qualified Physiotherapist to guide the students.

**7.4** The Internship shall cover the clinical branches; concerned with Physiotherapy such as Orthopedics, Cardio-respiratory Medicine & Surgery including ICU, Neurology, Neurosurgery, Pediatrics, General Medicine, General Surgery,

Obstetrics and Gynecology both In-patient and Outpatient services.

- 7.5 Student seeking training outside the campus must obtain a NOC from the HOI prior to the program.
- 7.6 Any absenteeism, misconduct, poor performance etc. may require the extension of the program on recommendation of the HOD.
- 7.7 Student shall obtain Internship Completion Certificate from the concerned hospital with the specialty and the hours of program. Same should be submitted to the institute for the Six months Internship Completion Certificate.
- 7.8 Candidate shall be awarded with the Degree certificate only after the successful completion of the Compulsory Six months Rotatory Internship.
- 7.9 The 6 months of Rotational Internship shall be covered in the following pattern:

S.No.	Department	Period
1	Physiotherapy & Rehabilitation Medicine OPD 1 month(including Pediatrics to Geriatrics cases)Orthopedic wards and OPD 1 month	1 month
2	Neurology and Neurosurgery wards(including 1 month Neuro ICU) and O ;	1 month
3	Neurology and Neurosurgery wards(including 1 month Neuro ICU) and O ;	1 month
4	Cardio-respiratory Medicine & Surgery ward and 1 month OPD	1 month
5	General Medicine and Pediatric wards (including 1 Month NICU and ICCU ) and OPD	1 month
6	General Surgery wards (including Burns, OBG) 1 Month	1 month

**7.10 Issue of Internship Completion Certificate:** Every candidate, after successful completion of Six months Rotatory Internship shall be eligible for Internship Completion Certificate, issued by HOI.

## **8.0 CANCELLATION OF ADMISSION**

**8.1** The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if:

**8.1.1** He/She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.

**8.1.2** He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.

**8.1.3** He/She is found involved in serious breach of discipline in the Institution or in the University campus.



**9.0 SCHEME OF COURSE / EXAMINATION****9.1 Scheme of Teaching Schedule (for each academic year)**

Subject	Theory Min. Hrs.	Practical Min. Hrs.	Clinical/ Lab Posting	Total Hrs.
<b>FIRST YEAR</b>				
Human Anatomy	140	60	-	200
Human Physiology	140	60	-	200
Bioelectrical modalities	80	-	-	80
Biomechanical	80	-	-	80
Psychology and Sociology	60+60	-	-	120
* Applied English	60	-	-	60
* First aid and Basic Nursing	60	20	-	80
<b>SECOND YEAR</b>				
Biochemistry & Pharmacology	60+60	-	-	120
Pathology & Microbiology	60+60	-	-	120
Gen.surgery/ Obs/ Gynea/ ENT/ Opth	100	20	30	150
Gen. Medicine	100	20	30	150
Orthopedics	100	20	30	150
Electrotherapy	100	100	-	200
Exercise Therapy including Yoga	100	100	-	200
<b>THIRD YEAR</b>				
Neurology, Neurosurgery, Cardio-thoracic Disease & Surgery	120	20	40	180
Physiotherapy in Orthopedics	120	100	30	250
Physiotherapy in Neurology & Neurosurgery	120	100	30	250
Physical Evaluation	120	80	-	200
Biomechanics & Bio-engineering	60+60	-	-	120
* Occupational Therapy & Speech Therapy	10+10	-	-	20
* Observatory Clinical Posting	-	-	100	100
<b>FOURTH YEAR</b>				
Physical Diagnosis & Prescription	80	40	-	120
Physiotherapy in Cardiothoracic Conditions	120	80	60	260
Sports Physiotherapy	120	80	60	260
Community Medicine, Community PT, Field Visits and Physiotherapy Ethics	60+60	-	40	160
Rehabilitation Therapy & Biostatistics	40+40	-	20	100
* Project	-	-	-	40
* Clinical Posting	-	-	300	300
* Clinical Research Methodology	20	-	-	20
* Computer Sciences	20	40	-	60

\* Non Examination (Subsidiary) subjects

## 9.2 Question Paper Pattern

The subject having section A and section B with max. 100 marks (50 marks each) Each section (A/ B) shall have the following pattern		
ESSAY TYPE	1 (ANY 1 OUT OF 2)	20
SHORT ANSWER TYPE	5 (ANY 5 OUT OF 6)	6X5=30
The subject having section A and section B with max. 80 marks (40 marks each) Each section (A/ B) shall have the following pattern		
ESSAY TYPE	1 (ANY 1 OUT OF 2)	20
SHORT ANSWER TYPE	4 (ANY 4 OUT OF 5)	5X4=20

## 9.3 Scheme of Examination

BPT-I Year										
S. No.	Subject	Theory					Practical			Total
		Written		Viva-Voce	Internal Assessment	Min. Marks	Practical	Internal Assessment	Min. Marks	Max. Marks
		Time	Max. Marks	Max. Marks	Max. Marks		Max. Marks	Max. Marks		
1.	Human Anatomy	3hrs.	100	20	20	70	40	20	30	200
2.	Human Physiology	3hrs.	100	20	20	70	40	20	30	200
3.	Bioelectrical modalities	3hrs.	80	-	20	50	-	-	-	100
4.	Biomechanical	3hrs.	80	-	20	50	-	-	-	100
5.	Psychology and Sociology	3hrs.	80	-	20	50	-	-	-	100

BPT-II Year										
S. No.	Subject	Theory					Practical			Total
		Written		Viva-Voce	Internal Assessment	Min. Marks	Practical	Internal Assessment	Min. Marks	
		Time	Max. Marks	Max. Marks	Max. Marks		Max. Marks	Max. Marks		
1.	Biochemistry & Pharmacology	3hrs.	80	-	20	50	-	-	-	100
2.	Pathology & Microbiology	3hrs.	80	-	20	50	-	-	-	100
3.	Gen.surgery/ Obs/ Gynae/ ENT/ Opth	3hrs.	80	-	20	50	-	-	-	100
4.	Gen. Medicine	3hrs.	80	-	20	50	-	-	-	100
5.	Orthopedics	3hrs.	100	20	20	70	40	20	30	200
6.	Electrotherapy	3hrs.	100	20	20	70	40	20	30	200
7.	Exercise Therapy including Yoga	3hrs.	100	20	20	70	40	20	30	200

BPT-III Year										
S. No.	Subject	Theory					Practical			Total
		Written		Viva-Voce	Internal Assessment	Min. Marks	Practical	Internal Assessment	Min. Marks	
		Time	Max. Marks	Max. Marks	Max. Marks		Max. Marks	Max. Marks		Max. Marks
1.	Neurology Neurosurgery; Cardio-thoracic Disease & Surgery	3hrs.	80	-	20	50	-	-	-	100
2.	Physiotherapy in Orthopedic	3hrs.	100	20	20	70	40	20	30	200
3.	Physiotherapy in Neurology & Neuro-surgery	3hrs.	100	20	20	70	40	20	30	200
4.	Physical Evaluation	3hrs.	100	20	20	70	40	20	30	200
5.	Biomechanics & Bio-engineering	3hrs.	80	-	20	50	-	-	-	100

BPT-IV Year										
S. No.	Subject	Theory					Practical			Total
		Written		Viva-Voce	Internal Assessment		Practical	Internal Assessment	Min. Marks	Max. Marks
		Time	Max. Marks	Max. Marks	Max. Marks	Min. Marks	Max. Marks	Max. Marks		
1.	Physical Diagnosis & Prescription	3hrs	100	20	20	70	40	20	30	200
2.	Physiotherapy in Cardiothoracic conditions	3hrs	100	20	20	70	40	20	30	200
3.	Sports Physiotherapy	3hrs	100	20	20	70	40	20	30	200
4.	Community medicine, Community PT, Field Visits and Physiotherapy Ethics	3hrs	80	-	20	50	-	-	-	100
5.	Rehabilitation Therapy & Biostatistics	3hrs	80	-	20	50	-	-	-	100

\* Minimum 50% passing marks require in theory & internal assessment as well as in practical & viva-voce.

**Ordinance No. 23****DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY (DMLT) 2 YEAR  
DIPLOMA COURSE****1.0 AIMS AND OBJECTIVES****1.1 AIMS**

- 1.1.1 To provide skilled professionals who will be able to work in a variety of laboratory settings.
- 1.1.2 To provide students with an overview of various medical laboratory procedures.

**1.2 OBJECTIVES**

- 1.2.1 To impart adequate theoretical and practical knowledge in basic Medical Laboratory Sciences.
- 1.2.2 To perform routine and special laboratory investigations.

**2.0 COURSE STRUCTURE**

- 2.1 The Diploma in Medical Laboratory Technology of 2 years (Two academic years) course here in after called 2 year diploma course shall be designated as Diploma in Medical Laboratory Technology, in short DMLT.
- 2.2 Duration of the course: Diploma in Medical Laboratory Technology is a two year regular diploma course, named below:
  - a) DMLT-1 year
  - b) DMLT - II year
- 2.3 Each academic year shall consist of 240 teaching days.
- 2.4 The Student admitted in DMLT course shall have to complete the course within the maximum permissible duration of 4 years, from the date of admission.

### **3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION**

#### **3.1 Admission to the First year in Diploma in Medical Laboratory**

Technology course shall be 10+2 system of education in science group or equivalent with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 40% marks.

#### **3.2 Vocational Subject like Bio-technology, MLT, Fisheries, Dietetics, Live Stock and Poultry etc in substitution for Biology shall also be considered for Eligibility.**

#### **3.3 The candidate should have completed minimum of 17 years of age on/before 31st December of the concerned academic session.**

#### **3.4 Selection Criteria: The admission in DMLT- First Year shall be based on the merit of the qualifying examination.**

or

Common Entrance Test (CET), conducted by the University/ any designated agency, as per guidelines of Medical Education Dept Govt. of M.P., Bhopal.

#### **3.5 On admission, every candidate shall have to get fitness certificate from Malwanchal Hospital, for physical fitness.**

### **4.0 COMMENCEMENT OF COURSE**

The course shall be commencing from the month of August of every academic year.

## **5.0 REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT**

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination

(conducted during the year) and one University Examination (conducted at the end of the academic year).

The medium of Instruction and Examination shall be English throughout the course of the study.

### **5.1 Attendance**

5.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lecturer's delivered and of the practical classes held separately in each subject of the course of the study.

5.1.2 The total lecture and practical shall be conducted as per scheme and syllabus given in subsequent section.

### **5.2 Sessional Examinations**

Three Sessional Examination shall be conducted for each subject, separately for theory and practical.

### **5.3 Internal Assessment**

The internal assessment for each subject of each academic year will carry 25 marks.

### **5.4 University Examination; Theory & Practical**

#### **5.4.1 Written Examination**

- a. The Main Examination shall be held on yearly basis for all the two years respectively.

- b. There shall be 2 University Examination in a year: Main examination in May/June and Supplementary

Examination (examination) in October/ November. The succeeding examination shall be held within 6 months.

- 5.5 Appointment of the Examiners/ Question Paper Setters The appointment of examiner for the University Examination shall be based on following criteria;

5.5.1 For Theory paper setting and valuation one examiner shall be required, who may be an Internal or External, minimum an Assistant Professor with 3 year teaching experience in the concerned subject.

5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 year teaching experience in the concern subject.

5.5.3 The External Examiner shall be the subject expert from outside the University having Master's/ Post Graduate qualification in the concern subject with minimum 3 year teaching experience.

5.5.4 The faculty of the Subject/ Head of the Department with minimum 3 years of teaching experience shall be the Internal-Cum-Convener examiner for the examinations.

- 5.6 Criteria for Passing In each subject/head (Theory and Practical);

5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in Theory plus Internal assessment plus Viva voce and Practical examination.



**5.6.2** Each Theory paper and Practical will be treated as separate subject/ head for the passing.

**5.6.3** The student shall carry over one subject from one year to the following year and must pass in the fail subject before appearing in the next year examination. The Student shall carry one subject from first year to second year and must pass in the fail subjects before appearing the next year examination.

## **5.7 Division and Merit List**

**5.7.1** The Division shall be awarded after Annual University

Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/ her successful attempt in Annual University Examination.

There shall be Divisions as follows:

Distinction	:	75% and above of grand total marks in First attempt.
First Division	:	>60% and <75% of grand total marks in First attempt
Second Division	:	>50% and <60% of grand total marks in First attempt
Distinction in individual subject	:	>75% marks in individual subject shall be indicated exclusively in the mark sheet provided First attempt.

**5.7.2** The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt,

**5.8 Three Months Compulsory Rotary Clinical Training**

For DMLT II year students, Three months Compulsory Rotary Clinical Training shall be compulsory as a part of partial completion of the course. The training shall be undertaken in any of medical laboratory attached with minimum 100 bedded hospitals.

For this exercise the students may require to spend Three months in rotation with at-least four following labs:

- a. Clinical Biochemistry Lab
- b. Clinical Microbiology Lab
- c. Pathology and/ or Haematology Lab
- d. Blood Banking

The Laboratory training should cover the following terms:

- a. The recognized laboratory shall require experts with BMLT qualification, for the guidance of the students. Student: Technician ratio will be 1:5.
- b. Student seeking training outside the campus must obtain a NOC from the HOD prior to the program.
- c. Minimum 100 hrs is mandatory for each of the above mention Laboratories.

- d. Student should obtain training completion certificate with the duration from the concerned Hospital/ Laboratory. Same should be submitted to the parent institute for qualifying II year University Examination.
- e. Any absenteeism, misconduct, poor performance etc may require the extension of the program on the recommendation of the HOD.

## **6.0 REVALUATION / RE-TOTALING**

6.1 Student may apply for Re-evaluation and/or Re-totaling of the answer sheet of the appeared subjects, post result for any doubt in the marks obtained on the following criteria:

- 6.1.1 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totaling simultaneously, within stipulated time, as prescribed by the University.

## **7.0 CANCELLATION OF ADMISSION**

7.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if:

- 7.1.1 She/he is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.
- 7.1.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.
- 7.1.3 She/he is found involved in serious breach of discipline in the institution or in the University campus.

## 8.0 SCHEME OF COURSE / EXAMINATION

### 8.1 Scheme of Teaching Schedule (for the each academic year)

Subject	Theory Min. Hrs.	Practical Min. Hrs.	Clinical/ Lab Posting	Total Min. Hrs.
<b>DMLT- First Year</b>				
Applied Anatomy & Physiology	40+40	20+20	-	120
Biochemistry + Clinical Pathology	60+40	40+20	-	160
* Applied English	60	-	-	60
* First aid and Basic Nursing	60	20	-	80
* Observatory Clinical Posting	-	-	180	180

<b>DMLT- Second Year</b>				
Haematology & Blood Banking + Parasitology	60+40+20=120	40+40+20=100	60+60+20=140	360
Microbiology & Serology, Histology & Cytology	60+40+30+30=160	60+40+30+30=160	100+40	460
* Basic Computer Application	20	40	-	60
* Clinical Posting	-	-	240	240

\* Non Examination subject

## 8.2 Question Paper Pattern

SUBJECT HAVING MAXIMUM MARKS 100		
TYPE OF QUESTION	NUMBER OF QUESTION	MARKS OF EACH QUESTION
Essay Type	4 (Any 4 Out of 5)	20X4=80
Short Answer Type	4 (Any 4 Out of 5)	5X4=20

## 8.3 Scheme of examination

DMLT-I Year									
S. No.	Subject	Theory					Practical		Max. Total of Theory & Practical
		Written		Viva-Voce	Internal Assessment	Min. Marks	Max. Marks	Min. Marks	
		Time	Max. Marks	Max. Marks	Max. Marks				
1.	Applied Anatomy & Physiology (PAPER I )	3hrs.	100	25	25	75	50	25	200
2.	Biochemistry + Clinical Pathology (PAPER II)	3hrs.	100	25	25	75	50	25	200

DMLT-II Year									
S. No.	Subject	Theory					Practical		Max. Total of Theory & Practical
		Written		Viva-Voce	Internal Assessment	Min. Marks	Max. Marks	Min. Marks	
		Time	Max. Marks	Max. Marks	Max. Marks				
1.	Haematology & Blood Banking, & Parasitology (PAPER I)	3hrs.	100	25	25	75	50	25	200
2.	Microbiology & Serology, Histology & Cytology (PAPER II)	3hrs.	100	25	25	75	50	25	200

\*Refer 5.6 for passing criteria

**Ordinance No. 24****BACHELOR OF SCIENCE IN MEDICAL LABORATORY TECHNOLOGY (BMLT)  
03 YEAR DEGREE COURSE****1.0 AIMS AND OBJECTIVES****1.1 AIMS**

1.1.1 To provide skilled professionals who will be able to work in a variety of laboratory settings.

1.1.2 To provide students with an overview of various medical laboratory procedures.

**1.2 OBJECTIVES**

1.2.1 To impart adequate theoretical and practical knowledge in basic Medical Laboratory Sciences.

1.2.2 To perform routine and special laboratory investigations.

1.2.3 To introduce quality control system in laboratory.

**2.0 COURSE STRUCTURE**

2.1 The Degree in Medical Laboratory Technology of 03 years (Three academic years) course here in after called 3 year degree course shall be designated as Bachelor of Medical Laboratory Technology, in short BMLT.

2.2 Duration of the course : The Bachelor of Medical Technology (Laboratory) is a three year regular degree course, named below:

- a. B.Sc. MLT-1 year
- b. B.Sc. MLT- II year
- c. B.Sc. MLT- III year

2.3 Each academic year shall consist of 240 teaching days.

2.4 The Student admitted in BMLT-course shall have to complete the course within the maximum permissible duration of 6 years, from the date of admission.

### **3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION**

3.1 Admission to the First year B.Sc. in Medical Laboratory Technology degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a ^recognized Board/Council/ University with minimum of 40% marks."

3.2 Vocational Subjects like Bio-technology, MLT, Fisheries, Dietetics, Live Stock and Poultry etc in substitution for Biology shall be also considered for eligibility.

3.3. The candidate should have completed minimum of 17 years of age on/before 31st December of the concerned academic session.

3.4 Selection Criteria: The admission in B.Sc. MLT- First Year shall be based on the merit of the qualifying examination.

Or

Common Entrance Test (CET), conducted by the University/ any designated agency, as per guidelines of Medical Education Dept Govt. of M.P., Bhopal.

3.5 On admission, every candidate shall have to get fitness certificate from Malwanchal Hospital, for physical fitness.

### **4.0 COMMENCEMENT OF COURSE**

The course shall be commencing from the month of August of every academic year.

## **5.0 REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT**

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year).

The medium of Instruction and Examination shall be English throughout the course of the study.

### **5.1 Attendance**

5.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lecturer's delivered and of the practical classes held separately in each subject of the course of the study.

5.1.2 The total lecture and practical shall be conducted as per scheme and syllabus given in subsequent section.

### **5.2 Sessional Examinations**

Three Sessional Examination shall be conducted for each subject, separately for theory and practical.

### **5.3 Internal Assessment**

The internal assessment for each subject of each academic year shall carry 100 marks.

### **5.4 University Examination; Theory & Practical**

#### **5.4.1 Written Examination**

- a. The Main Examination shall be held on yearly basis for all the three years respectively.



- b. There shall be 2 University Examination in a year: Main examination in May/June and Supplementary Examination (II examination) in October/ November.

The succeeding examination shall be held within 6months.

5.5 Appointment of the Examiners/ Question Paper Setters The appointment of examiner for the University Examination shall be based on following criteria;

5.5.1 For Theory paper setting one examiner will be an External, minimum an Assistant Professor with 3 years teaching experience in the concerned subject.

5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years teaching experience in the concerned subject.

5.5.3 The External Examiner shall be the subject expert from outside the University having Masters/ Post Graduate qualification in the concerned subject with minimum 3 years teaching experience.

5.5.4 The Faculty of the Subject/ Head of the Department with minimum 3 years of teaching experience shall be the Internal-Cum-Convener examiner for the examinations.

5.6 Criteria for Passing In each subject/head (theory and practical);

5.6.1 In all the University examinations, the candidates shall have to Obtain 50% marks separately in theory plus internal assessment and practical plus viva voce examination.

5.6.2 Each theory paper and practical will be treated as separate subject/ head for the passing.

5.6.3 The student shall carry over two subjects from one year to the following year and must pass in the fail subject before appearing in the next year examination. The Student shall carry two subjects from first year to second year as well as second year to third year and must pass in the fail subjects before appearing the next year examination.

### 5.7 Division and Merit List

5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregated marks obtain by the candidates at his/ her successful attempt in annual University examination. There shall be Divisions as follows:

Distinction: 75% and above of grand total marks in First attempt.

First Division: >60% and <75% of grand total marks in First attempt.

Second Division: >50% and <60% of grand total marks in First attempt.

Distinction in individual subject: >75% marks in Individual subject shall be indicated exclusively in the mark sheet provided First attempt.

5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

### 5.8 Three Months Compulsory Rotatory Clinical Training

For BMLT III year students, three months Compulsory Rotatory Clinical Training shall be compulsory as a part of partial completion of the course. The training, shall be undertaken in any of Medical Laboratory attached with minimum 100 bedded hospital.

For this exercise the students may require to spend three months in rotation with at-least four following labs:

- a. Clinical Biochemistry Lab
- b. Clinical Microbiology Lab
- c. Pathology and/ or Haematology Lab
- d. Blood Banking

The Laboratory training should cover the following terms:

The recognized laboratory shall require experts with BMLT qualification, for the guidance of the students. Student: Technician ratio will be 1:5.

- a. Student seeking training outside the campus must obtain a MOC from the HOI prior to the program.
- b. Minimum 50-70 hrs is mandatory for each of the above mention Laboratories.
- c. Student should-obtain Training Completion Certificate within duration from the concerned Hospital/ Laboratory. Same should be submitted to the Institute for qualifying III year University Examination.
- d. Any absenteeism misconduct, poor performance etc may require extension of the program on the recommendation of the HOD.

## 6.0 REVALUATION / RE-TOTALING

6.1 Student may apply for Re-evaluation and/or Re-totaling of the answer sheet of the appeared subjects, post result for any doubt in the marks obtained on the following criteria:

- 6.1.1 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totaling simultaneously, within stipulated time, as prescribed by the University.

## 7.0 CANCELLATION OF ADMISSION

7.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if:

7.1.1 He/She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.

7.1.2 He/she is found to have produced false/forged documents or found to have used unfair means to secure admission.

7.1.3 He/She is found involved in serious breach of discipline in the institution or in the University campus.

## 8.0 SCHEME OF COURSE / EXAMINATION

### 8.1 Scheme of Teaching Schedule (for each academic year)

Subject	Theory Min. Hrs.	Practical Min. Hrs.	Clinical/ Lab Posting	Total Min. Hrs.
<b>FIRST YEAR</b>				
Biochemistry	80	120	110	310
Hematology and Clinical Pathology	90	120	110	320
Applied Histology	90	120	110	320
Microbiology	100	120	110	330
* Applied English	60	-	-	60
* First aid and Basic Nursing	60	20	-	80
<b>SECOND YEAR</b>				
Analytical Biochemistry	80	120	110	310
Hematology	90	120	110	320
Cellular Pathology	90	120	110	320
Identification of Bacteria	100	120	110	330
* Basic Computer Application	20	40	-	60
<b>THIRD YEAR</b>				
Clinical Biochemistry	80	120	110	310
Applied Hematology	80	120	110	310
Special Histology	90	120	110	320
Applied Microbiology	100	120	110	330
Instrumentation	-	-	-	40
* Clinical Research Methodology	20	-	-	20
* Clinical Posting	-	-	300	300

\* Non Examination (Subsidiary Subjects)

**8.2 Question Paper Pattern**

SUBJECT HAVING MAXIMUM MARKS 100		
TYPE OF QUESTION	NUMBER OF QUESTION	MARKS OF EACH QUESTION
Essay Type	4 (Any 4 Out of 5)	20X4=80
Short Answer Type	4 (Any 4 Out of 5)	5X4=20

**8.3 Scheme of Examination**

Paper	Theory	Internal Assessment	* Min. Theory + Internal Assessment	Practical & Viva	* Min. Practical
<b>FIRST YEAR</b>					
Biochemistry	100	100	100	100	50
Haematology and Clinical Pathology	100	100	100	100	50
Applied Histology	100	100	100	100	50
Microbiology	100	100	100	100	50
<b>SECOND YEAR</b>					
Analytical Biochemistry	100	100	100	100	50
Haematology	100	100	100	100	50
Cellular Pathology	100	100	100	100	50
Identification of Bacteria	100	100	100	100	50
<b>THIRD YEAR</b>					
Clinical Biochemistry	100	100	100	100	50
Applied Haematology	100	100	100	100	50
Special Histology	100	100	100	100	50
Applied Microbiology	100	100	100	100	50
*Instrumentation	-	50	25	-	-

\* Minimum 50% passing marks require in theory &, internal assessment as well as in practical & viva-voce.

# The marks of the instrumentation paper will not be included in the Total Result i.e. for calculation percentage of marks obtained.

**Ordinance No. 25****BACHELOR IN PHARMACY (B. PHARMA.) 04 Years Course****1.0 AIM AND OBJECTIVES****1.1 AIM**

Pharmacy graduates are required to learn and acquire adequate knowledge, necessary skills to practice the profession of pharmacy including thorough and exhaustive knowledge of synthesis and assay of medicinal agents including mode of action, drug interactions and patient counseling and professional information exchange with physicians and other paramedicos. The graduates are required to acquire an in-depth knowledge of formulation, storage and analysis of various pharmaceutical dosage forms including herbal medicines required for both large scale commercial production and research. The graduates should understand the concept of community pharmacy and be able to participate in rural and urban health care projects of State and Central government. The graduates are also required to detail the physicians and community and market the medicinal agents for diagnosis, prevention and therapeutic purposes.

**1.2 OBJECTIVES**

The objectives are covered under three headings namely: Knowledge and understanding

- i Skills and
- ii Attitude

**1.2.1 Knowledge and understanding**

The graduate should acquire the following during their four-year B.Pharm. course,

- a. Adequate knowledge and scientific information regarding basic principles of Pharmaceutical Chemistry, Pharmaceutics including Cosmetics, Pharmacology and Pharmacognosy including Herbal drugs.
- b. Adequate knowledge of practical aspects of synthesis, formulation and analysis of various pharmaceutical and herbal medicinal agents.
- c. Adequate knowledge of practical aspects of delivering a quality assured product as per Pharmacopoeia, WHO and ISO standards.

- d. Adequate knowledge of practical aspects of Pharmacological screening, biological standardization and in-vivo drug interactions.
- e. Adequate knowledge of clinical studies for patient counseling leading to physical and social well being of patients.
- f. Adequate knowledge of practical aspects of product detailing and marketing of pharmaceutical products.

### 1.2.2 Skills

A graduate should be able to demonstrate the following skills necessary to practice pharmacy.

- a. Able to synthesize, purify, identify , and analyze medicinal agents.
- b. Able to formulate, store, dispense, analyze the prescriptions and/or manufacture the medicinal agents at commercial level.
- c. Able to learn and apply the quality assurance principles including legal and ethical aspects involving drugs.
- d. Able to extract, purify, identify and know the therapeutic value of herbal/crude/natural products.
- e. Able to screen various medicinal agents using animal models for pharmacological activity.

### 1.2.3 Attitudes

The graduate should develop the following attitudes during their four year B. Pharma. course:

- a. Willing to apply the current knowledge of pharmacy in best interest of patients and the community.
- b. Maintain a high standard of professional ethics in discharging professional obligations.
- c. Continuously upgrade professional information and be conversant with latest advances in Pharmacy field to serve the community better.



- d. Willing to participate in continuing education program of PCI and AICTE to upgrade knowledge and professional skills.
- e. To help and to participate in the implementation of National Health Program.

## 2.0 COURSE STRUCTURE

The degree in Pharmacy of four year (Eight semester) course hereinafter called 4 Year Degree Course shall be designated as Bachelor of Pharmacy in short B.Pharma.

2.1 The duration of B. Pharma course shall extend over a period of four years consisting of eight semesters named below;

- i B.Pharma I Semester,
- ii. B.Pharma II Semester,
- iii. B.Pharma III Semester,
- iv. B.Pharma IV Semester,
- v. B.Pharma V Semester,
- vi. B.Pharma VI Semester,
- vii. B.Pharma VII Semester,
- viii. B.Pharma VIII Semester.

2.2 Each semester shall be spread over for not less than sixteen weeks.

2.3 The student admitted in B. Pharma course shall have to complete the course within the maximum permissible duration of 8 years.

## 3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION

3.1 The minimum qualification for admission to first semester of Bachelor of Pharmacy four year's (Eight semester) course shall be the pass with minimum of 50% marks obtained in 10+2 examination or any other equivalent examination with Physics, Chemistry, Mathematics or Biology conducted by State/Central Board of Secondary Education or any other board/university.

OR

The minimum qualification for admission to first semester of Bachelor of Pharmacy four year's (Eight semester) course shall be as per AICTE, New Delhi.

- 3.2 **Selection Criteria:** The admission in B. Pharma I semester shall be based on the merit in common entrance test or qualifying examination as per guidelines of Medical Education Dept. Govt. of M.P., Bhopal.
- 3.3 **Lateral Entry:** Minimum qualification for direct admission to second year of B. Pharma shall be passed with minimum of 50% marks in Diploma in Pharmacy from any institution approved by AICTE and Pharmacy Council of India. The eligibility criteria for Candidates belonging to Scheduled Tribes, Scheduled Castes and Other Backward Classes shall be 45% in aggregate marks in qualifying examination.

OR

The minimum qualification for lateral entry to second year of Bachelor of Pharmacy course shall be as per AICTE, New Delhi.

#### 4.0 COMMENCEMENT OF COURSE

- 4.1 B. Pharma I, III, V, VII semesters shall commence from July every year while B. Pharma II, IV, VI, VIII semesters shall commence from January every year.
- 4.2 **Semester break:** Maximum of 10 days leave as semester break shall be granted to the students between two semesters.
- 4.3: The subjects to be studied in different semesters of B. Pharma shall be as per the schemes given in subsequent sections.

#### 5.0 REGULATIONS RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENT

The assessment academic growth of student shall be done on the basis of two sessionals (conducted during the semester) and one semester/university examination (conducted at the end of semester). The medium of instruction and examination shall be English throughout the course of study.

##### 5.1 SESSIONAL

Two sessionals shall be conducted for each theory and practical.

- 5.1.1 Thirty percent of the marks for each theory subject/paper and forty percent of the marks for each practical shall be allotted for sessionals.
- 5.1.2 **Theory:** Two sessional examinations shall be held during the semester for each theory paper/ subject from which one higher marks obtained by the candidate shall be considered for the award of sessional marks.

5.1.3 **Practical:** Marks shall be awarded on the basis of the experiments performed by the students, prior preparation for the experiment, conduct -in the laboratory, result of the experiments, day-to-day completion of the records and vivavoce.

5.1.4 If a student fails in theory paper he/she can reappear in theory sessional examination. However, he/she will not be allowed to reappear in practical sessional.

5.1.5 If a Student secures 50% marks in theory paper and fails in examination of that subject (securing less than 50% in the aggregate including theory), the student may reappear for improvement only in theory sessional in which he has failed.

## 5.2 SEMESTER / UNIVERSITY EXAMINATION

5.2.1 There shall be one semester examination (theory & practical) at the end of each semester. These examinations will be designated as follows:

- a. During first year : B.Pharma. I semester, B.Pharma II semester.
- b. During second year : B.Pharma. I semester, B.Pharma IV semester.
- c. During third year : B. Pharm. V semester, B.Pharma VI semester.
- d. During fourth year : B.Pharma VII semester, B.Pharma VIII semester.

5.2.2 There will be a full examination at the end of each semester consisting of the theory papers and the laboratory practical's.

5.2.3 There will be no supplementary examination.

## 5.3 CRITERIA FOR PASSING

In each subject/head (theory and practical);

5.3.1 Minimum 50% in sessional and semester examination taken together.

5.3.2 Each theory paper and practical will be treated as separate subject/head for passing.

5.3.3 A candidate who has been admitted in B. Pharm. I semester will be promoted to the higher class in accordance with the following sub-rules :

- a. A candidate shall not be promoted to the third semester/higher semester if he/she carries a backlog of more than five papers/subjects.
- b. No candidate will be awarded degree of Bachelor of Pharmacy unless he/she has passed all the eight semester examinations. If any previous semesters, paper/ practical remain as backlog to be cleared by him/her, the result will be withheld till he passes the backlog.
- c. A candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed / cleared the first and second semester examinations. Likewise candidates shall not be admitted in seventh or higher semester classes unless he/she has fully passed/cleared the first four semester examinations. For promotion to the higher semester the sequence shall be adhered to.

5.3.4 If a candidate has passed a semester examination in full he/she shall not be permitted to reappear in that examination for improvement of division/marks or any other purpose.

#### 5.4 DIVISION AND MERIT LIST

5.4.1 The division shall be awarded only after VIII semester examination and shall be based on the aggregate marks obtained by the candidate at his/her successful attempts at the I, II, III, IV, V, VI, VII, VIII semester's examinations i.e. full examination of B. Pharma There shall be only three divisions as follows:

First Division with Honours: 75% and above.

First Division: 60% and above but below 75%.

Second Division: 50% and above but below 60%

5.4.2 The merit shall be declared by the University after the main examination of the eighth semester of B. Pharma on the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing at least first division and passing all semester examinations in single attempts.

## 5.5 EDUCATIONAL AND INDUSTRIAL STUDY TOUR

For B. Pharma VI semester students an educational study tour to visit important manufacturing organization is compulsory. All students will have to submit a tour report after the study tour. The marks shall be awarded by the teacher-in-charge of the student's study tour. If a student is unable to go on Educational Study Tour, he will be awarded "Zero" marks. However, there shall be no minimum marks for passing this and marks obtained by the candidate will be included in university results of respective semester.

## 5.6 PROJECT WORK

For B. Pharma VII semester students a project work shall be compulsory. The project shall be undertaken in any of the areas of Pharmaceutical Sciences. The project shall be made under the supervision and guidance of faculty member(s). The candidate shall present a seminar on his/her project work. Every candidate shall be required to submit the project report in triplicate. The marks shall be awarded by the project supervisor and one external examiner.

## 5.6 PROFESSIONAL TRAINING

5.7.1 A candidate shall have to undergo Professional Training in Industry/Hospital Pharmacy/Community Pharmacy/Pharmaceutics R&D units after the examination of the VI semester for a period of at least four weeks. The report of the Professional Training shall be submitted by the candidate in triplicate, duly certified by the organization he/she underwent his/her on training.

5.7.2 The viva-voce examination based on the professional/industrial training shall be carried out by Board of Examiners consisting of;

- a. Chairman - The Head/Principal of the institute.
- b. The external examiner.
- c. The internal examiner.

The marks shall be awarded by the Board of Examiners.

## **5.8 CONDONATION OF DEFICIENCY IN MARKS**

With a view to moderate hard line cases in the examination the following rules shall be observed;

5.8.1 Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practical's.

5.8.2 One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark by the Vice Chancellor in the B. Pharm examination. This benefit will not, however, be available to a candidate getting advantage under clause 5.8.1.

5.8.3 After condonation of marks, the result of concerned subject/semester shall be declared as "pass by condonation" or "pass by grace".

## **5.9 ATTENDANCE**

5.9.1 Candidates appearing as regular students for any semester examination are required to attend 75 percent of the total lectures delivered and of the practical classes held separately in each subject of the course of study.

5.9.2 The total theory lecture and practical shall be conducted as per scheme and syllabus given in subsequent sections.

## **6.0 SEMESTER/UNIVERSITY EXAMINATION; THEORY & PRACTICAL**

6.1 The semester theory examination in each subject shall consist of one paper of three hours duration and shall have maximum marks of 70.

6.2 The theory question paper shall cover as broad as area/units of the content of the course. The essay questions should be properly structured and the marks specifically allotted.

6.3 The semester practical examination in each subject shall consist of one paper of four hours duration and shall have maximum marks of

**6.4** The question paper shall contain 4 exercises as below;

- i. Major Experiment - 20 Marks
- ii. Minor Experiment- 10 Marks
- ii. Synopsis/Quiz/Spotting -15 Marks iii. Viva voce -15 Marks

## **7.0 APPOINTMENT OF EXAMINERS/QUESTION PAPER SETTERS**

The appointment of examiner for semester practical examination shall be based on following rules;

- 7.1** External Examiner for semester practical examination: Professor, Associate Professor and Assistant Professor (with teaching experience of not less than 3 years) working in pharmacy institute not affiliated to the Malwanchal University can be appointed as an external examiner for semester practical examination.
- 7.2** Internal Examiner for semester practical examination: Professor, Associate Professor and Assistant Professor (with teaching experience of not less than 3 years) working in pharmacy institute of Malwanchal University can be appointed as an internal examiner for semester practical examination.
- 7.3** Question Paper Setter/Moderator/Head Evaluator: Professor, Associate Professor and Assistant Professor (with teaching experience of not less than 5 years) working in any pharmacy institute conducting B. Pharma and /or M. Pharma course can be appointed as Question Paper Setter/Moderator/Head Evaluator for semester theory examinations.

## **8.0 REVALUATION I RE-TOTALING**

- 8.1.** Revaluation and re-totaling of marks is permitted for theory papers only. The university, on application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subject(s) applied.
- 8.2.** The result after revaluation/re-totaling shall be declared as per prevailing revaluation/re-totaling, rules and regulation of the Malwanchal University.

## 9.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, if;

9.1 She/he is not found qualified as per AICTE/State Government norms and guidelines or the eligibility criteria prescribed by the university.

OR

9.2 She/he is not found unable to complete the course within the stipulated time as prescribed in 2.3.

OR

9.3 She/he is found involved in serious breach of discipline in the Institution or in the university campus.

OR

9.4 She/he is found to have produced false/ forged documents or found to have used unfair means to secure admission.



**Malwanchal University Indore**  
**Course of study and Scheme of Examination**  
**Bachelor of study pharmacy**  
**1-semester**

Minimum Pass Marks:

Duration of Theory Papers: 3 Hours.

Subject Code	Nomenclature/name of Subject	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		L	P					
PY101T(A/B)	Remedial mathematics/Biology	3	0	1	3	70	30	100
PY101P	Remedial Biology(Practical)	0	4	1	4	60	40	100
PY102T	Pharmaceutical Analysis - I	3	0	1	3	70	30	100
PY102P	Pharmaceutical Analysis - I (Practical)	0	4	1	4	60	40	100
PY103T	Pharmacognosy - I	3	0	1	3	70	30	100
PY103P	Pharmacognosy - I (Practical)	0	4	1	4	60	40	100
PY104T	Pharmaceutical Chemistry - I (Inorganic Pharmaceutical Chemistry)	3	0	1	3	70	30	100
PY104P	Pharmaceutical Chemistry - I (Inorganic Pharmaceutical Chemistry)(Practical)	0	4	1	4	60	40	100
PY105T	Basic Electronics and Computer Applications	3	0	1	3	70	30	100
PY105P	Basic Electronics and Computer Applications(Practical)	0	4	1	4	60	40	100
	Total	15	20	10				1000

(A) Theory and Sessional (combined): 50 Percent

(B) Practical and Sessional (combined): 50 Percent

Note: L: Lecture, P: Practical

**Malwanchal University Indore**  
**Course of study and Scheme of Examination**  
**Bachelor of study pharmacy**  
**II-semester**

Minimum Pass Marks:

Duration of Theory Papers: 3 Hours.

Subject Code	Nomenclature/name of Subject	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		L	P					
PY201T	Pharmaceutics - I (Physical Pharmacy)	3	0	1	3	70	30	100
PY201P	Pharmaceutics - I (Physical Pharmacy)(Practical)	0	4	1	4	60	40	100
PY202T	Advanced Mathematics	3	0	1	3	70	30	100
PY203T	Pharmaceutical Chemistry - II (Physical Chemistry)	3	0	1	3	70	30	100
PY203P	Pharmaceutical Chemistry - II (Physical Chemistry)(Practical)	0	4	1	4	60	40	100
PY204T	Pharmaceutical Chemistry - III (Organic Chemistry)	3	0	1	3	70	30	100
PY204P	Pharmaceutical Chemistry - III (Organic Chemistry)(Practical)	0	4	1	4	60	40	100
PY205T	Anatomy, Physiology & Health Education (APHE) -I	3	0	1	3	70	30	100
PY205P	Anatomy, Physiology & Health Education (APHE) -I(Practical)	0	4	1	4	60	40	100
	Total	15	16	09				900

(A) Theory and Sessional (combined): 50 Percent  
 (B) Practical and Sessional (combined): 50 Percent

Note: L: Lecture, P: Practical

**Malwanchal University Indore**  
**Course of study and Scheme of Examination**  
**Bachelor of study pharmacy**  
**III-semester**

Minimum Pass Marks:

Duration of Theory Papers: 3 Hours.

Subject Code	Nomenclature/name of Subject	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		L	P					
PY301T	Pharmaceutics - II (Unit Operations I)	3	0	1	3	70	30	100
PY301P	Pharmaceutics - II (Unit Operations I) (Practical)	0	4	1	4	60	40	100
PY302T	Pharmaceutical Chemistry - IV (Organic Chemistry - II)	3	0	1	3	70	30	100
PY302P	Pharmaceutical Chemistry - IV (Organic Chemistry - II) (Practical)	0	4	1	4	60	40	100
PY303T	Pharmacognosy - II	3	0	1	3	70	30	100
PY303P	Pharmacognosy - II (Practical)	0	4	1	4	60	40	100
PY304T	Pharmaceutical Analysis - II	3	0	1	3	70	30	100
PY304P	Pharmaceutical Analysis - II (Practical)	0	4	1	4	60	40	100
PY305T	Anatomy, Physiology and Health Education (APHE -II)	3	0	1	3	70	30	100
PY305P	Anatomy, Physiology and Health Education (APHE -II)(Practical)	0	4	1	4	60	40	100
	Total	15	20	10				1000

(A) Theory and Sessional (combined): 50 Percent

(B) Practical and Sessional (combined): 50 Percent

Note: L: Lecture, P: Practical, T: Tutorial

**Malwanchal University Indore**  
**Course of study and Scheme of Examination**  
**Bachelor of study pharmacy**  
**IV-Semester**

Duration of Theory Papers: 3 Hours.

Minimum Pass Marks:

Subject Code	Nomenclature/name of Subject	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		L	P					
PY401T	Pharmaceutics - III (Unit Operations II)	3	0	1	3	70	30	100
PY401P	Pharmaceutics - III (Unit Operations II) (Practical)	0	4	1	4	60	40	100
PY402T	Pharmaceutical Microbiology	3	0	1	3	70	30	100
PY402P	Pharmaceutical Microbiology (Practical)	0	4	1	4	60	40	100
PY403T	Pharmacognosy - III	3	0	1	3	70	30	100
PY403P	Pharmacognosy - III (Practical)	0	4	1	4	60	40	100
PY404T	Pathophysiology of Common Diseases	3	0	1	3	70	30	100
PY405T	Pharmaceutics - IV (Dispensing and Community Pharmacy)	3	0	1	3	70	30	100
PY405P	Pharmaceutics - IV (Dispensing and Community Pharmacy) (Practical)	0	4	1	4	60	40	100
	Total	15	16	09				900

(A) Theory and Sessional (combined): 50 Percent  
 (B) Practical and Sessional (combined): 50 Percent

Note: L: Lecture, P: Practical

**Malwanchal University Indore**  
**Course of study and Scheme of Examination**  
**Bachelor of study pharmacy**  
**V-Semester**

Minimum Pass Marks:

Duration of Theory Papers: 3 Hours.

Subject Code	Nomenclature/name of Subject	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		L	P					
PY501T	Pharmaceutical Chemistry –V (Biochemistry)	3	0	1	3	70	30	100
PY501P	Pharmaceutical Chemistry –V (Biochemistry) (Practical)	0	4	1	4	60	40	100
PY502T	(Pharmaceutical Technology I)	3	0	1	3	70	30	100
PY502P	(Pharmaceutical Technology I) (Practical)	0	4	1	4	60	40	100
PY503T	Pharmacology I	3	0	1	3	70	30	100
PY503P	Pharmacology I (Practical)	0	4	1	4	60	40	100
PY504T	Pharmacognosy - IV	3	0	1	3	70	30	100
PY504P	Pharmacognosy – IV (Practical)	0	4	1	4	60	40	100
PY505T	(Hospital Pharmacy)	3	0	1	3	70	30	100
PY505P	(Hospital Pharmacy)(Practical)	0	4	1	4	60	40	100
	Total	15	20	10				1000

(A) Theory and Sessional (combined): 50 Percent

(B) Practical and Sessional (combined): 50 Percent

Note: L: Lecture, P: Practical

**Malwanchal University Indore**  
**Course of study and Scheme of Examination**  
**Bachelor of study pharmacy**  
**VI-Semester**

Minimum Pass Marks:

Duration of Theory Papers: 3 Hours.

Subject Code	Nomenclature/name of Subject	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		L	P					
PY601T	Pharmaceutical Chemistry (Medicinal Chemistry - I)	3	0	1	3	70	30	100
PY601P	Pharmaceutical Chemistry (Medicinal Chemistry - I) (Practical)	0	4	1	4	60	40	100
PY602T	Pharmaceutical Jurisprudence & Ethics	3	0	1	3	70	30	100
PY603T	Pharmaceutics VII (Biopharmaceutics & Pharmacokinetics)	3	0	1	3	70	30	100
PY603P	Pharmaceutics VII (Biopharmaceutics & Pharmacokinetics)(Practical)	0	4	1	4	60	40	100
PY604T	Pharmacology - II	3	0	1	3	70	30	100
PY604P	Pharmacology - II(Practical)	0	4	1	4	60	40	100
PY605T	Pharmacognosy - V (Chemistry of Natural Products)	3	0	1	3	70	30	100
PY605P	Pharmacognosy - V (Chemistry of Natural Products)(Practical)	0	4	1	4	60	40	100
PY606	Industrial tour	0	0	-	-	50	0	50
	Total	15	16	09				950

(A) Theory and Sessional (combined): 50 Percent  
 (B) Practical and Sessional (combined): 50 Percent

Note: L: Lecture, P: Practical

**Malwanchal University Indore**  
**Course of study and Scheme of Examination**  
**Bachelor of study pharmacy**  
**VII-Semester**

Minimum Pass Marks:

Duration of Theory Papers: 3 Hours.

Subject Code	Nomenclature/name of Subject	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		L	P					
PY701T	Pharmaceutical Biotechnology	3	0	1	3	70	30	100
PY701P	Pharmaceutical Biotechnology(Practical)	0	4	1	4	60	40	100
PY702T	Pharmaceutics - VIII (Pharmaceutical Technology II)	3	0	1	3	70	30	100
PY702P	Pharmaceutics - VIII (Pharmaceutical Technology II)(Practical)	0	4	1	4	60	40	100
PY703T	Pharmaceutical Industrial Management	3	0	1	3	70	30	100
PY704T	Pharmacology - III	3	0	1	3	70	30	100
PY704P	Pharmacology - III (Practical)	0	4	1	4	60	40	100
PY705T	Pharmaceutical Chemistry - VII (Medicinal Chemistry - II)	3	0	1	3	70	30	100
PY705P	Pharmaceutical Chemistry - VII (Medicinal Chemistry - II) (Practical)	0	4	1	4	60	40	100
	Total	15	16	09				900

(A) Theory and Sessional (combined): 50 Percent

(B) Practical and Sessional (combined): 50 Percent

Note: L: Lecture, P: Practical

**Malwanchal University Indore**  
**Course of study and Scheme of Examination**  
**Bachelor of study pharmacy**  
**VIII-Semester**

Minimum Pass Marks:

Duration of Theory Papers: 3 Hours.

Subject Code	Nomenclature/name of Subject	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		L	P					
PY801T	Pharmaceutics IX (Dosage Form Design)	3	0	1	3	70	30	100
PY801P	Pharmaceutics IX (Dosage Form Design)(Practical)	0	4	1	4	60	40	100
PY802T	Pharmaceutical Analysis – III	3	0	1	3	70	30	100
PY802P	Pharmaceutical Analysis – III(Practical)	0	4	1	4	60	40	100
PY803T	Pharmaceutical Analysis – III	3	0	1	3	70	30	100
PY803P	Pharmaceutical Analysis – III(Practical)	0	4	1	4	60	40	100
PY804T	Pharmacognosy – VI	3	0	1	3	70	30	100
PY804P	Pharmacognosy – VI (Practical)	0	4	1	4	60	40	100
PY805T	Pharmacology - IV (Clinical Pharmacy and Drug Interactions)	3	0	1	3	70	30	100
PY806	Project	3	0	1	3	50	0	50
	Total	18	12	10				950

(A) Theory and Sessional (combined): 50 Percent

(B) Practical and Sessional (combined): 50 Percent

Note: L: Lecture, P: Practical



**उच्च शिक्षा विभाग**  
**मंत्रालय, वल्लभ भवन, भोपाल**

भोपाल, दिनांक 16 जून 2016

क्र. आर-450-सीसी-2015-अड़तीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 29 के अनुक्रम में सर्वपल्ली राधाकृष्ण निजी विश्वविद्यालय, भोपाल के संशोधित अध्यादेश क्र. 17 एवं पश्चात्पूर्ती अध्यादेश क्र. 80-81, राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के संशोधित अध्यादेश क्र. 17 एवं पश्चात्पूर्ती अध्यादेश क्र. 80-81 प्रकाशित होने की तारीख से प्रवृत्त होंगे.

संशोधित अध्यादेश क्र. 17 एवं पश्चात्पूर्ती अध्यादेश क्र. 80-81.

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
ए. एस. यादव, उपसचिव.

## Amendment in ordinance No 17 of SRK University

### Short Title & Commencement

1. This ordinance may be called the Sarvepalli Radhakrishnan University dwitiya sansodhan 2016.

2. It shall come into force on the date of its publication in the official gazette.

3. Amendment in ordinance No. 17 Of Sarvepalli Radhakrishnan University the para-

The post graduation course in various Management fields leading to the degree of Master of Business Administration of the university .the course will be in following specialization.

“Executive ,Finance management ,Finance marketing & human resource management ,Finance Marketing ,Finance human resources development ,Information management, Hospital administration ,Public health , Marketing & finance ,Marketing management, Marketing ,Tourism management ,shall be added after the ” This Ordinance framed as per rules/ Regulations/ guidelines laid down by AICTE/UGC shall be applicable to candidates admitted to Master of Business Administration (M.B.A.) Course”

**SARVEPALLI RADHAKRISHNAN UNIVERSITY, BHOPAL****ORDINANCE  
NO. 80 OF 2016****TWO/THREE YEARS DIPLOMA IN AGRICULTURE****1. OBJECTIVE**

- To train rural youth so that their services can be utilized in dissemination of technology to farmers in an easily understandable manner.
- The trained rural youth serve as grass root level functionaries in various government departments and other agencies involved in agriculture/animal husbandry rural development.
- To train rural youth in agriculture and veterinary, who in turn can utilize the training in implementing improved technologies in their fields, besides generating self employment and gaining employment to serve in the agro-based industries.

**2. COURSE DESCRIPTION, FEATURES AND FACILITIES**

For students who wish to gain an agriculture diploma course, they will learn many facets including natural resources, soil conditions, agribusiness management, livestock production & agricultural management, the working of agricultural machinery such as harvesters, cropping machinery & other machinery used in the agricultural system.

The Diploma syllabus covers the basics in crop and livestock management, dealing with climate, pests & basic management practices for running a farm. It also covers the sales strategy, marketing plans and devising a budget. The courses are meant to introduce students to basic issues facing farmers and give them the tools needed to deal with most common situations.

A special programme called "PAMP" (Participatory Agricultural Management Programme) is introduced in 3rd semester to learn the production and protection technologies by involving themselves in cultivation of rainfed and irrigated crops. Under this programme the students are being formed into several groups for raising rainfed and irrigated crops.

### 3. JOB & FUTURE PROSPECTS

- Farm manager Horticulture
- Market development officers Breeders
- Bankers & Insurance executive
- Food industries
- Fertilizer companies
- Environmental Manager
- Fish farm manager
- Soil Chemist
- Animal nutritionist
- Field trials officer
- Agriculture Magazine journalist
- Newspaper journalist
- Sales executive
- Extension specialist
- Village Labour Extension Worker in Panchayats & blocks
- Agrochemical sales personal

### 4. TITLE OF COURSE:

Diploma in Agriculture

### 5. DURATION OF THE COURSE:

- (a) Two Years (Four semesters)
- (b) Three years (six semesters)

### 6. ELIGIBILITY FOR ADMISSION:

Candidate who have passed duly recognized following examination:-

#### (A) Eligibility For Three Years Diploma

10<sup>th</sup> pass with 45% or Equivalent grade by any nation of the 10<sup>th</sup> pass with 45% or Equivalent grade by any recognized Central Board, such as Central Board of Secondary Education, New Delhi Council for Indian School Certificate Examination, New Delhi or any State Board such as M.P. Board of Secondary Education Bhopal or Others.

Or

Any Public School/ Board/ University examination in India or in any foreign country recognized as equivalent to 10th pass with 45% or Equivalent grade.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with required percentage of marks or equivalent grade.

**(B) Eligibility For Two Years Diploma**

- Final examination of the 10+2 system by any recognized Central Board, such as Central Board of Secondary Education, New Delhi; Council for Indian School Certificate Examination, New Delhi or any State Board such as M.P. Board of Secondary Education Bhopal or Others.

Or

- H.S.C. Vocational Examination by any recognized Central/State Board.

Or

- Senior Secondary School Examination conducted by the National/any state open schooling with a minimum of five subjects of relevant and required fields.

Or

- Any Public School/ Board/ University examination in India or in any foreign country recognized as equivalent to 10+2.

Or

- Final Examination of the two year course of the Joint Services Wing of the National Defense Academy.

Or

- General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the Advanced (A) Level.

Or

- Any other examination equivalent to 10+2 by Central/State Government.

&amp;

- Candidate with Agriculture Stream/Physics, Chemistry, Mathematics/Physics, Chemistry, Biology/Physics, Chemistry, Biotechnology/Physics, Chemistry, Computer Science or any other suitable combination of subjects should have passed in all the subjects with minimum requirement, as prescribed by the UGC/other concerned Regulatory Bodies mainly ICAR.  
Relaxation for SC/ST/other as per Govt. of Madhya Pradesh rules.

**7. ELIGIBILITY FOR ADMISSION TO NRI/OTHER PRIVILEGED CANDIDATES:-**

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and/or State Government.

**8. Admission Procedure:**

The eligible candidates as specified in clause 4 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test/Examination consisting of Aptitude Test/Group Discussion/ Personal Interview or through Counseling or the University may also use the score card of various Institute/Board/other Professional

Bodies/Organizations or any other mode as decided by the UGC/other relevant Bodies.

**9. Branch/Specialization Distribution:**

Admission to the particular branch/Specialization of study shall be as decided by the University on the basis of counseling/ personal interview.

**10. Intake :**

The intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned relevant body.

**11. Academic cycle/year:**

There will be one/two academic cycle for these courses every year like Summer & Winter as decided by the University.

**12. Course Structure :**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**13. Medium of Instruction :**

The medium of instruction and examination shall be English and Hindi.

**14. Examination :**

- a.) Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- b.) The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**15. Eligibility for Diploma Program :**

- a) A student shall be declared to be eligible for award of the diploma if he/she has:
- b) Registered and successfully completed all the core courses, optional courses, practical/Lab classes, including seminars, workshops, presentations, Group discussion, Field Work/Training, Industrial Visit, Educational Tour, Extension Science, Project Work and other assignments etc where ever applicable.
- c) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable;
- d) Earned the specified credits in all the categories of subjects if applicable;
- e) Secured a minimum CGPA of 4.5 or 45% in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University. No dues to the University, Hostels, Libraries, NCC/NSS etc; and No disciplinary action is pending against him/her.

**16 Attendance Requirement :**

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as per the provisions laid down in ordinances.

**17. Maximum Duration of Completion of Course:**

A candidate has to complete the entire course of Diploma in Agriculture ordinarily within a maximum period of Four/Five years from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**18. General Instruction :**

- i.) The admission to the Diploma In agriculture courses shall be governed in Accordance and provisions with the rules/Directives of UGC/relevant Body or any other competent authority of the Govt. of India/State Government as amended time to time.
- ii.) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Body or any other competent authority of the Govt. of India/State Government as amended time to time.

iii.) For matters not covered in this specific ordinance, General rules and regulation of Sarvepalli Radhakrishnan University, Bhopal, regarding specific courses shall be competent to take any decision which shall be final.

19. **Syllabus and Scheme :** The curriculum and other related regulations of diploma in agriculture will be as per schemes and curriculum proposed by board of studies approved by academic council and final approval of board of management.

20. **Reservation:** The Reservation to SC/ST/Other Category Candidate shall be applicable as per the norms of the Central Government / State Government Of Madhya Pradesh.

21. At present in the faculty of Agriculture Science & Technology, Diploma in Agriculture shall include the branches/Specialization of Agronomy, Agriculture, Economics, Horticulture, Entomology, Agriculture Extension, Plant Breeding & Genetics, Plant Pathology, Plant Psychology, Soil Science, Seed Science & Technology, Agriculture Biotechnology, Agriculture Engineering, Floriculture etc.

The list of following Branches/specializations of Diploma In Agriculture course shall include the current courses/programmes. However, the Diploma Programmes/Courses in Agriculture/Agriculture related/allied streams, Diploma (Horticulture), Diploma (Floriculture), Diploma (Agriculture Biotechnology), Diploma (Sericulture) etc. Diploma Programmes with their various Courses shall run and governed through this ordinance.

The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.

22. These programmes are offered by the Faculty of Agriculture Science & Technology and after approval of Academic Council and Board recommended by the concerned Board of Studies of Management of the University

23. The University shall also offer more number of Two Year Diploma programmes with various specialization titles, which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaborations with or tie-up with other Educational or Academic Institute/Organizations/Universities/Research Organizations/Industries and to provide the dissemination of Knowledge to all concerned through out the world.

24. This Ordinance shall be applicable to all Two Years diploma in Agriculture and Agriculture related/allied stream except those for which the University has separate Ordinance. The courses mentioned in this ordinance shall run under this ordinance.

**SARVEPALLI RADHAKRISHNAN UNIVERSITY BHOPAL****ORDINANCE****No. 81 of 2016****BACHELOR OF HOSPITAL MANAGEMENT (BHM)****(THREE YEARS FULL TIME)****1 Objective:**

To empower potential Hospital & Health Care Management Professionals with in depth knowledge ,skills, abilities & practical exposure to equip them with the required competencies for contribution to the health care and allied sectors in a meaningful manner.

**2 Duration :**

Three Years Full time

**3 Eligibility:**

10+2 Science from any recognized board with a minimum of 45% (40% for SC/ST/OBC) The nature, scope and other necessary details of the admission test and the rules of admission shall be such as may be decided and notified by the University from time to time.

The admission procedure & fees shall be as per decision of Board of Management of the University & number of seats shall be as per statute 28.

**4 Selection Procedure**

Selection on merit basis.

**5 Medium of Instruction**

English

**6 Age Limit**

No Bar

**7 Pattern of Programme**

Three Years

**8 Course Specialization**

Hospital management



**9 Examination & Method of assessment**

100 Credits in 3 Year. Out of which 92 credits will have a component of internal as well as external evaluation & 08 credits will be exclusively internal evaluation. Each credit is defined as 15 hours of teaching & 30 Hrs. of Practical Training. Each credit is assessed for 25 Marks. Internal assessment will be of 60% and external will be of 40% for all external/major courses. Internal programmer will be evaluated 100% internally by the institute.

**10 Standard of passing:**

A student has to pass both internal & external exam separately. The grade F (GP less than 1.6) of Individual head (internal & external) will be considered as fail.

**11 Award Of degree:**

This degree will be awarded after taking into consideration the performance of the student in all 6 semester by SRKU.

A student will be eligible for award of this degree only if he obtains a minimum of 2.00 CGPA at the end of 6 Semester

**12** The details of courses for Three years BHM degree will be decided by Board of Management on the recommendation of Board of Studies & Academic Council.

**13** The other rules regarding attendance, examination, merit list etc will be as per Ordinance of the University from time to time for this purpose.

**14.** The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the Central Govt./ State Government of Madhya Pradesh

**15** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

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**भाग 4 (ग)****अंतिम नियम****श्रम विभाग**

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 13 जून 2016

क्र. एफ-1 (ए)-1-2014-ए-सोलह.—भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों को प्रयोग में लाते हुए, मध्यप्रदेश के राज्यपाल, एतद्द्वारा, मध्यप्रदेश श्रम न्यायिक (तृतीय श्रेणी अराजपत्रित) भर्ती नियम, 1965 में निम्नलिखित और संशोधन करते हैं, अर्थात्:—

**संशोधन**

उक्त नियमों में, नियम 11 में, उपनियम (2) के स्थान पर, निम्नलिखित उपनियम स्थापित किया जाए, अर्थात् :—

“(2) इन नियमों के अधीन सीधी भर्ती के लिये साक्षात्कार नहीं होगा.

No. F-1(A)-1-2014-A-XVI.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Madhya Pradesh, hereby, makes the following further amendment in the Madhya Pradesh Labour Judiciary (Class-III-Non Gazetted Service) Recruitment Rules, 1965, namely:—

**AMENDMENT**

In the said rules, in rule 11, for sub-rule (2), the following sub-rule shall be substituted, namely:—

“(2) There shall be no Interview for direct recruitment under these rules.”

क्र. एफ-1(ए)-6-2007-ए-सोलह.—भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों को प्रयोग में लाते हुए, मध्यप्रदेश के राज्यपाल, एतद्द्वारा, मध्यप्रदेश श्रम सेवा (अराजपत्रित वर्ग-3) भर्ती नियम, 1966 में निम्नलिखित और संशोधन करते हैं, अर्थात्:—

**संशोधन**

उक्त नियमों में, नियम 11 में, उपनियम (2) के स्थान पर, निम्नलिखित उपनियम स्थापित किया जाए, अर्थात् :—

“(2) इन नियमों के अधीन तृतीय श्रेणी और चतुर्थ श्रेणी के पदों पर भर्ती हेतु कोई साक्षात्कार नहीं होगा.

No. F-1(A)-1-2007-A-XVI.—In exercise of the powers conferred under proviso to Article 309 of the Constitution of India, the Governor of Madhya Pradesh, hereby, makes the following further amendment in the Madhya Pradesh Labour Services (Non Gazetted Class-III) Recruitment Rules, 1966, namely:—

**AMENDMENT**

In the said rules, in rule 11, for sub-rule (2), the following sub-rule shall be substituted, namely:—

“(2) There shall be no Interview for recruitment on the posts of Class-III and Class-IV under these rules.”

क्र. एफ-1(बी) 1-2008-ब-सोलह.—भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों को प्रयोग में लाते हुए, मध्यप्रदेश के राज्यपाल, एतद्वारा, मध्यप्रदेश कर्मचारी राज्य बीमा सेवायें तृतीय श्रेणी (अराजपत्रित) भर्ती नियम, 2008 में निम्नलिखित और संशोधन करते हैं, अर्थात्:—

### संशोधन

उक्त नियमों में,

1. नियम 6 में, उपनियम (1) में, खण्ड (क) के स्थान पर, निम्नलिखित खण्ड स्थापित किया जाए, अर्थात्:—  
“(क) प्रतियोगिता की परीक्षा के माध्यम से सीधी भर्ती द्वारा.”
2. नियम 11 में उपनियम (1) में, शब्द “परीक्षा/चयन/साक्षात्कार” के स्थान पर, शब्द “परीक्षा/चयन” स्थापित किए जाएं.

No. F-1 (B)-1-2008-B-XVI.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Madhya Pradesh, hereby, makes the following further amendment in the Madhya Pradesh Employees State Insurance Class-III- (Non Gazetted) Recruitment Rules, 2008, namely :—

### AMENDMENTS

In the said rules,—

1. In rule 6, in sub-rule (1), for clause (a) and, the following clause shall be substituted, namely:—  
“(a) By direct Recruitment through competitive examination.”
2. In rule 11, sub-rule (1), for the words “Examination/Selection/Interview,” the words “Examination/Selection” shall be substituted.

भोपाल, दिनांक 14 जून 2016

क्र. एफ-4 (ई)-1-2016-ए-सोलह.—कारखाना अधिनियम, 1948 (1948 का 63) की धारा 8 की उपधारा (1) एवं धारा 112 द्वारा प्रदत्त शक्तियों को प्रयोग में लाते हुए, राज्य सरकार, एतद्वारा, मध्यप्रदेश कारखाना नियमावली, 1962 में निम्नलिखित और संशोधन करते हैं, अर्थात्:—

### संशोधन

उक्त नियमों में, नियम 18-क के पश्चात् निम्नलिखित नियम जोड़ा जाए, अर्थात् :—

“18-ख इन नियमों में अंतर्विष्ट किसी प्रतिकूल बात के होते हुए भी, कोई व्यक्ति या एजेन्सी जो भारत सरकार श्रम एवं रोजगार मंत्रालय, कारखाना सलाह सेवा और श्रम संस्थान महानिदेशालय, मुंबई द्वारा कारखाना अधिनियम, 1948 के अधीन कारखानों के निरीक्षण के लिये अधिकृत घोषित किए गये हों, उन निर्बंधनों के अधीन रहते हुए, जो कि विनिर्दिष्ट किए जाएं, कारखानों के निरीक्षण के लिए प्राधिकृत होंगे.”

No. F-4(E)-1-2016-A-XVI.—In exercise of the powers conferred by sub-section (1) Section 8 and Section 112 of the Factories Act, 1948 (No. 63 of 1948), the State Government hereby, makes the following

further amendment in the Madhya Pradesh Factories Rule, 1962, namely:—

### AMENDMENT

In the said rules, after Rule 18-A, the following rule shall be added, namely:—

“18-B. Notwithstanding anything contrary contained in these rules, any person or agency, which is so authorized by the Government of India, Ministry of Labour & Employment, Directorate General, Factory Advice Service and Labour Institutes, Mumbai to conduct inspection under this Act, shall be authorised to conduct inspection subject to such restrictions as may be specified”.

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
एम. के. वाष्णीय, प्रमुख सचिव.

### उद्यानिकी एवं खाद्य प्रसंस्करण विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 14 जून 2016

क्र. एफ-1-11-2016-अट्ठावन.—भारत के संविधान के अनुच्छेद 309 में परन्तुक द्वारा प्रदत्त शक्तियों को प्रयोग में लाते हुए, मध्यप्रदेश के राज्यपाल, एतद्द्वारा, मध्यप्रदेश उद्यानिकी (राजपत्रित) सेवा भर्ती नियम, 2013 में निम्नलिखित और संशोधन करते हैं, अर्थात्:—

### संशोधन

उक्त नियमों में,—

- (1) अनुसूची-एक में, अनुक्रमांक 4 के सामने, कालम (7) में विद्यमान प्रविष्टि के स्थान पर, निम्नलिखित प्रविष्टि स्थापित की जाए, अर्थात्:—

“एक पद सहायक संचालक सांख्यिकी से पदोन्नति हेतु.”.

- (2) अनुसूची-चार, में पद ‘सहायक संचालक, उद्यान’ के पश्चात् निम्नलिखित पद एवं उससे संबंधित प्रविष्टियां अन्तर्विष्ट की जाएं, अर्थात्:—

(1)	(2)	(3)	(4)	(5)
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— “ सहायक संचालक, सांख्यिकी.	उप संचालक उद्यान (सांख्यिकी).	सहायक संचालक, सांख्यिकी के पद पर 5 वर्ष का अनुभव या ऐसा उम्मीदवार उपलब्ध न होने पर, सहायक सांख्यिकी अधिकारी के पद पर कम से कम 10 वर्ष की सेवा पूर्ण करने वाले सहायक संचालक, सांख्यिकी को 3 वर्ष का अनुभव.”.	तदैव.”.
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No. F-1-11-2016-LVIII.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of the Madhya Pradesh, hereby, makes the following further amendments in the Madhya Pradesh Horticulture (Gazetted) Services Recruitment Rules, 2013, namely :—

### AMENDMENTS

In the said rules,—

1. In Schedule-I, against serial number 4, in column (7), for the existing entry, the following entry shall be substituted, namely:—

“One Post shall be filled by promotion from the post of Assistant Director, Statistics.”.

2. In Schedule-IV, after the post ‘Assistant Director, Horticulture’ and entries relating thereto, the following post and entries relating thereto shall be inserted, namely :—

(1)	(2)	(3)	(4)	(5)
-	“Assistant Director, Deputy Director, Statistics Horticulture (Statistics).	Five years experience on the post of Assistant Director, Statistics or in case of non-availability of such candidates three years’ experience on the post of Assistant Director, Statistics who had completed at least 10 years’ of service on the post of Assistant Statistical Officer.	-do-.”.	

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
अतुल कुमार मिश्रा, उपसचिव.

### पिछड़ा वर्ग तथा अल्पसंख्यक कल्याण विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 28 मई 2016

क्र. एफ 8-2-2014-चौवन-1.—राज्य शासन द्वारा पिछड़ा वर्ग जातियों के विकास एवं कल्याण में संलग्न पिछड़ा वर्ग के व्यक्तियों को उनकी सामाजिक एवं शिक्षा के क्षेत्र में उत्कृष्ट सेवाओं और योगदान को प्रोत्साहित करने के उद्देश्य से महात्मा ज्योतिबा फुले एवं सावित्री बाई फुले पिछड़ा वर्ग सेवा राज्य पुरस्कार नियम निम्नानुसार लागू करने की स्वीकृति प्रदान करता है :—

**प्रस्तावना एवं उद्देश्य :**—प्रदेश में निवासरत पिछड़ा वर्ग जाति के लोगों के विकास और कल्याण तथा सामाजिक उत्थान के उद्देश्य से राज्य शासन विभिन्न योजनाएं एवं कार्यक्रम संचालित कर रहा है. इस पुनीत कार्य में निजी व्यक्तियों की सेवा और योगदान को प्रोत्साहित करने, मान्यता देने एवं प्रतिष्ठा मंडित करने के उद्देश्य से राज्य शासन प्रदेश के निवासियों को सामाजिक एवं शिक्षा के क्षेत्र में विशिष्ट एवं उत्कृष्ट कार्य करने वाले पिछड़ा वर्ग के व्यक्तियों को 02 पुरस्कार देगा.

2. इन पुरस्कारों के विनियमन एवं प्रक्रिया निर्धारण हेतु निम्नानुसार नियम बनाये जाते हैं। ये नियम सम्पूर्ण मध्यप्रदेश राज्य में शासन द्वारा निर्दिष्ट दिनांक से प्रभावशील होंगे:—

1. पुरस्कार का नाम—

(1) **महात्मा ज्योतिबा फुले पिछड़ा वर्ग सेवा राज्य पुरस्कार:**—यह पुरस्कार पिछड़े वर्ग के ऐसे समाजसेवी को दिया जावेगा जिसके द्वारा पिछड़े वर्गों में व्याप्त सामाजिक कुरीतियों, अंध विश्वास को दूर करने, सामाजिक समरसता एवं सामाजिक संगठन को सुदृढ़ करने हेतु उत्कृष्ट सेवा तथा साहित्य एवं कला का सृजन एवं प्रकाशन आदि कार्य किया हो।

(2) **सावित्री बाई फुले पिछड़ा वर्ग सेवा राज्य पुरस्कार:**—यह पुरस्कार पिछड़ा वर्ग की

ऐसी महिला समाज सेवी को दिया जावेगा जिसके द्वारा शिक्षा एवं महिला उत्थान के क्षेत्र में उत्कृष्ट कार्य, साहित्य एवं कला का सृजन एवं प्रकाशन किया हो।

2.(अ) “पिछड़ा वर्ग” से तात्पर्य मध्यप्रदेश शासन द्वारा मध्यप्रदेश के लिये घोषित पिछड़ा वर्ग की जातियों की सूची से है।

(ब) “मध्यप्रदेश के निवासियों” से तात्पर्य मध्यप्रदेश शासन द्वारा मूल निवासियों को पात्रता हेतु निर्धारित शर्तों की पूर्ति करने वाले व्यक्ति से है।

(स) “जूरी” से अभिप्राय इन नियमों के नियम 4 के अन्तर्गत गठित निर्णायक मंडल से है।

3. **पुरस्कारों का स्वरूप:**— महात्मा ज्योतिबा फुले एवं सावित्री बाई फुले पिछड़ा वर्ग सेवा राज्य पुरस्कार प्रत्येक को रुपये दो लाख नगद एवं पुरस्कार के प्रतीक चिन्ह से युक्त प्रशंसा पट्टिका, शॉल एवं श्रीफल के रूप में दिया जावेगा, पुरस्कार राज्य के निवासी तथा राज्य में पिछड़ा वर्ग के हितों में उत्कृष्ट सामाजिक एवं शिक्षा के क्षेत्र में कार्य/सेवा करने वाले पिछड़ा वर्ग के समाज सेवकों को हर वर्ष राज्य शासन द्वारा नियुक्त जूरी द्वारा चयन करने पर दिया जावेगा।

4. **जूरी का गठन, जूरी की संरचना, कार्यकाल एवं शक्तियाँ :**— राज्य शासन द्वारा म.प्र. रामजी महाजन पिछड़ा वर्ग सेवा राज्य पुरस्कार के लिए गठित जूरी द्वारा इस पुरस्कार के लिए समाजसेवियों का चयन किया जावेगा। इन पुरस्कारों के लिए पृथक से जूरी (निर्णायक मंडल) का गठन नहीं किया जावेगा।

5. **चयन की प्रक्रिया:**— पुरस्कारों के लिये उपयुक्त समाजसेवियों के चयन की प्रक्रिया निम्नानुसार रहेगी:—

- 5.1 जिस वर्ष के लिये पुरस्कार प्रदान किया जाना है, उस वर्ष के लिये प्रविष्टियां आमंत्रित करने हेतु आयुक्त, पिछड़ा वर्ग तथा अल्पसंख्यक कल्याण द्वारा अप्रैल माह में प्रमुख दैनिक राष्ट्रीय और प्रादेशिक समाचार पत्रों में राज्य शासन (पिछड़ा वर्ग एवं अल्पसंख्यक कल्याण विभाग) की ओर से परिशिष्ट में दर्शित प्रारूप में विज्ञापन प्रकाशित कराया जावेगा। प्रविष्टियां प्रस्तुत/प्रेषित करने के लिये कम से कम एक महीने का समय दिया जावेगा निर्धारित तिथि के बाद प्राप्त प्रविष्टियां विचार के लिये मान्य नहीं की जावेंगी। परन्तु विज्ञप्ति जारी करने आदि के समय में राज्य शासन आवश्यक होने पर परिवर्तन कर सकेगा।
- 5.2 प्रविष्टि समाजसेवी द्वारा स्वयं अथवा उनकी ओर से उनके सेवाकाल से सुपरिचित व्यक्ति अथवा संगठन राज्य शासन को निम्नांकित अपेक्षाओं की पूर्ति करते हुए प्रस्तुत करेंगे:-
- (क) सामाजिक कार्यकर्ता का पूर्ण परिचय। (नाम, उपनाम, जाति, पता, शैक्षणिक योग्यता, जन्म तिथि आदि)। (जाति प्रमाण पत्र, मूल निवास प्रमाण पत्र, आधार कार्ड अथवा वोटर आई.डी. प्रूफ की छायाप्रति संलग्न करना अनिवार्य है)
- (ख) निर्दिष्ट पिछड़े वर्गों के उत्थान के लिये उनके द्वारा किये सामाजिक एवं शिक्षा के क्षेत्र में सेवा कार्यों की विस्तृत जानकारी।
- (ग) यदि राज्य अथवा राष्ट्रीय स्तर का अन्य कोई पुरस्कार मिला हो तो उसका विवरण।
- (घ) उत्कृष्ट सेवा कार्य के विषय में कोई प्रतिवेदन प्रकाशित हुआ हो तो उसका विवरण एवं प्रकाशित प्रत्येक प्रतिवेदन की एक-एक प्रतिलिपि संलग्न करें।
- (ङ) सामाजिक एवं शिक्षा के क्षेत्र में उनके उत्कृष्ट कार्य के संबंध में प्रख्यात पत्र-पत्रिकाओं तथा संस्थाओं द्वारा की गई टिप्पणियों की फोटोप्रतियां/सत्यप्रतिलिपियां।
- (च) चयन होने की दशा में पुरस्कार ग्रहण करने के बारे में संबंधित समाजसेवक की सहमति।
- 5.3 चयन के लिये नियमों में निर्दिष्ट मापदण्डों के अलावा और कोई शर्त लागू नहीं होगी।
- 5.4 एक बार प्रस्तुत प्रविष्टि केवल एक वर्ष के लिए ही मान्य होगी। चयन न होने की दशा में यदि आवेदक चाहे तो अगले वर्ष पुनः प्रविष्टि प्रस्तुत कर सकता है।
- 5.5 प्रविष्टि में अन्तर्निहित तथ्यों/जानकारी के अलावा अन्य पश्चात्पूर्ती पत्र व्यवहार पर पुरस्कार के संबंध में कोई विचार नहीं किया जावेगा।
- 5.6 प्रविष्टि में दिये गये तथ्यों/निष्कर्षों, प्रमाणों का सम्पूर्ण उत्तरदायित्व प्रस्तुतकर्ता का रहेगा। इस मामले में राज्य शासन किसी भी विवाद में पक्ष नहीं माना जावेगा, परन्तु राज्य शासन को अधिकार होगा कि, जहां वह आवश्यक समझे, अपने सूत्रों से दिये गये तथ्यों/निष्कर्षों/प्रमाणों के संबंध में पुष्टि कर सकेगा।

6. निर्धारित तिथि तक प्राप्त समस्त प्रविष्टियों को प्राप्ति के 15 दिवस की अवधि में संबंधित पुरस्कार वर्ष की पंजी में निम्नांकित प्रपत्र में पंजीकृत किया जावेगा:-

पंजीयन क्रं.	समाज सेवी का नाम तथा पता	प्रविष्टि प्रस्तुतकर्ता का नाम एवं पता	प्राप्त कागजातों के कुल पृष्ठों की संख्या	अन्य विवरण
(1)	(2)	(3)	(4)	(5)

7. पंजीयन के पश्चात् आयुक्त, पिछड़ा वर्ग एवं अल्पसंख्यक कल्याण के द्वारा निम्नांकित शीर्षकों में प्रत्येक प्रविष्टि के संबंध में जूरी की बैठक के लिये संक्षेपिका अधिकतम एक माह की समयावधि में तैयार कर राज्य शासन को प्रस्तुत की जावेगी:-

- 7.1 समाजसेवी/संस्था का नाम
- 7.2 निवासी एवं पता
- 7.3 जाति
- 7.4 जाति प्रमाण पत्र
- 7.5 कार्यक्षेत्र
- 7.6 शासकीय/अर्द्ध शासकीय नियोजन में है अथवा नहीं
- 7.7 प्रस्तावक
- 7.8 समाजसेवी का संक्षिप्त परिचय
- 7.9 सेवाकार्य की उपलब्धियां
- 7.10 प्राप्त पुरस्कार/सम्मान



7.11 प्रमाण-सम्मितियां

7.12 रचनाएं/प्रकाशन

7.13 अत्म कथ्य (यदि कोई हो)

7.14 पुरस्कार ग्रहण करने बाबत सहमति ।

8. चयन के मापदण्ड:- पुरस्कारों के लिए उत्कृष्ट समाज सेवियों के चयन हेतु निम्न मापदण्ड रहेंगे:-

8.1 पुरस्कारों के लिये जूरी द्वारा ऐसे नागरिकों का चयन किया जावेगा, जो मध्यप्रदेश राज्य के निवासी हों, स्वयं पिछड़ा वर्ग के हों एवं मध्यप्रदेश में पिछड़ा वर्ग/ समुदाय की सेवा की हो ।

8.2 जूरी के अशासकीय सदस्य स्वयं अपने लिये उस वर्ष के पुरस्कार के लिये प्रविष्टि प्रस्तुत नहीं कर सकेंगे, जिस वर्ष पुरस्कार की जूरी के वे सदस्य हैं।

8.3 समाजसेवी के संबंध में इस विभाग द्वारा पूर्व में पुरस्कृत समाजसेवी को छोड़कर अन्य कोई पुरस्कार प्राप्त समाजसेवी इस पुरस्कार के लिये प्रविष्टि भेजने के पात्र होंगे।

8.4 शासकीय एवं अर्द्ध-शासकीय वेतन भोगी व्यक्ति पुरस्कार के लिये पात्र नहीं होंगे ।

8.5 सेवा कार्य मध्यप्रदेश राज्य में पिछड़ा वर्ग की सेवा से ही संबंधित होना चाहिए ।

8.6 पुरस्कार के लिए भूतकालिक एवं वर्तमान दोनों प्रकार के सेवाकार्यों का आंकलन आवश्यक है और सेवा कार्य में समाजसेवी की सक्रियता वर्तमान में भी रहना आवश्यक है ।

8.7 समाजसेवी को इस बात का प्रमाण प्रस्तुत करना होगा कि उन्होंने पिछड़ा वर्ग/समुदाय की दीर्घकालिक सेवा की है तथा वे अब भी इस क्षेत्र में सक्रिय हैं अर्थात् पुरस्कार केवल भूतकालिक सेवा उपलब्धियों के आधार पर नहीं मिलेगा । सेवा के क्षेत्र में परिणाममूलक निरन्तरता आवश्यक है ।

8.8 पुरस्कार चूंकि समाजसेवी के समग्र योगदान के आधार पर दिया जावेगा, इसलिये सेवाकार्य में ऐसे व्यक्ति को, एक व्यक्ति के रूप में किये गये योगदान के संबंध में पर्याप्त प्रमाण होने चाहिए।

8.9 सेवा के क्षेत्र में समाजसेवी के योगदान का संबंधित क्षेत्र/वर्ग में व्यापक प्रभाव परिलक्षित होना चाहिए ।

- 8.10 परम्परागत तरीकों से अलग हटकर सेवा के क्षेत्र में नवाचार अर्थात् नई पद्धति, नये क्षेत्र को किस सीमा तक और कितनी सघनता से अपनाया गया है ।
9. **पुरस्कारों की घोषणा:-** जूरी द्वारा जिन समाजसेवियों का चयन होगा, उनके बारे में शासन द्वारा निर्धारित समयावधि में औपचारिक सहमति प्राप्त की जावेगी । उनसे सहमति प्राप्त होने के पश्चात् राज्य शासन के द्वारा राज्य पुरस्कार के लिए चयनित समाजसेवियों के नामों की औपचारिक घोषणा की जावेगी ।
10. **अलंकरण समारोह:-** म.प्र. रामजी महाजन पिछड़ा वर्ग सेवा राज्य पुरस्कारों के साथ ही इस पुरस्कार का अलंकरण समारोह आयोजित होगा । जिसमें भाग लेने के लिये चयनित समाजसेवियों को राज्य अतिथि के रूप में आमंत्रित किया जावेगा । विशेष परिस्थितियों में अपनी सहायता के लिये केवल एक सहायक साथ में ला सकेंगे, जिसे उन्हीं के साथ यात्रा करने एवं ठहरने की सुविधा प्राप्त होगी । लेकिन उन्हें यात्रा भत्ता देय नहीं होगा । समाजसेवी को रेलगाड़ी में शासन के वरिष्ठ स्तर के अधिकारी, ग्रेड-ए के समकक्ष यात्रा की पात्रता रेल से अथवा वायुयान से होगी एवं प्रथम श्रेणी अधिकारी ग्रेड-ए के समान यात्रा भत्ता पाने की पात्रता होगी ।
11. **व्यय की सम्पूर्ति एवं वित्तीय शक्तियां:-** महात्मा ज्योतिबा फुले एवं सावित्री बाई फुले पिछड़ा वर्ग सेवा राज्य पुरस्कार हेतु बजट में हर वर्ष समुचित वित्तीय प्रावधान रखा जावेगा एवं स्वीकृत मद पर व्यय के पूर्ण अधिकार आयुक्त, पिछड़ा वर्ग एवं अल्पसंख्यक कल्याण, मध्यप्रदेश को होंगे । इस हेतु राज्य शासन की औपचारिक स्वीकृति की आवश्यकता नहीं होगी, किन्तु अलंकरण समारोह म.प्र. रामजी महाजन पिछड़ा वर्ग सेवा राज्य पुरस्कार के साथ ही किया जावेगा इसलिए अलंकरण समारोह से संबंधित व्यवस्थाएं पृथक से करने की आवश्यकता नहीं होगी ।
12. **नियमों में संशोधन एवं परिवर्तन:-** राज्य शासन (पिछड़ा वर्ग एवं अल्पसंख्यक कल्याण विभाग) को इन नियमों में आवश्यकतानुसार संशोधन एवं परिवर्द्धन करने का अधिकार होगा । इन नियमों में अन्तर्निहित प्रावधानों के संबंध में अपर मुख्य सचिव/प्रमुख सचिव, पिछड़ा वर्ग एवं अल्पसंख्यक कल्याण विभाग की व्याख्या अधिकृत और अंतिम मानी जावेगी । ऐसे मामले, जिनका नियमों में उल्लेख नहीं है, के निराकरण के अधिकार भी अपर मुख्य सचिव/प्रमुख सचिव, मध्यप्रदेश शासन, पिछड़ा वर्ग एवं अल्पसंख्यक कल्याण विभाग में वेष्टित होंगे ।
13. **पुरस्कार से संबंधित अभिलेखों का रख-रखाव:-** आयुक्त, पिछड़ा वर्ग एवं अल्पसंख्यक कल्याण, मध्यप्रदेश प्रतिवर्ष के पुरस्कारों की प्रविष्टियों, चयनित समाजसेवियों आदि का रिकार्ड प्रतिवर्ष के लिये अलग-अलग संधारित करेंगे ।

चयनित समाज सेवियों के जीवन चरित्र, सेवाकार्य आदि के संबंध में समारोह के समय म0प्र0 रामजी महाजन पिछड़ा वर्ग सेवा राज्य पुरस्कारों के लिए प्रकाशित होने वाली स्मारिका में ही महात्मा ज्योतिबा फुले एवं सावित्री बाई फुले पिछड़ा वर्ग सेवा राज्य पुरस्कार के उद्देश्य स्वरूप तथा पुरस्कार प्राप्त व्यक्ति के अद्यतन विवरण दिये जावेंगे ।

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
गिरीश कुमार नेगी, अवर सचिव.

**परिनियम**  
**उच्च शिक्षा विभाग**  
मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 16 जून 2016

क्रमांक आर-104-सीसी-2016-अड़तीस-मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम 2007 की धारा 26 के अनुक्रम में श्री वैष्णव विद्यापीठ निजी विश्वविद्यालय, इन्दौर के प्रथम परिनियम क्र. 01 से 36 तक राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है। संस्था के प्रथम परिनियम प्रकाशित होने की तारीख से प्रवृत्त होंगे।

प्रथम परिनियम क्र. 01 से 36 तक

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
ए. एस. यादव, उपसचिव.

**First Statutes of Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore**

**STATUTE - 01**

**Short Title, Scope and Commencement**

- (1) The "Statutes" means the Statutes of Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore, Madhya Pradesh.
- (2) These Statutes shall come into force with effect from the date of the notification in the state Gazette published by State Government.
- (3) The Statutes are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Adhinyam 2007. If there be any difference in the provisions of the Act or the rules and the Statutes, the provisions of the Act or the rules shall prevail.
- (4) Nothing in these statutes shall be deemed to debar the Vishwavidyalaya from amending the statute subsequently according to the Provision of section 27 of the act, and the amended statutes, if any shall be applicable with immediate or retrospective or prospective effect from such a date as prescribed in the notification.

**STATUTE – 02****Definitions**

In the statutes, unless the context otherwise required:

1. "Act" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Adhiniyam 2007 (no. 17 of 2007)
2. "Academic Year" means a period of nearly twelve months devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into "terms" as stipulated in the Ordinance.
3. "Board of Studies" means the Board of Studies of the Shri Vaishnav Vidyapeeth Vishwavidyalaya Departments/Faculties;
4. "Board of Management" means the Board of Management of Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore.
5. "Chancellor" means the Chancellor of the Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore.
6. "Chief Finance and Accounts Officer" means the chief finance and accounts officer of the Shri Vaishnav Vidyapeeth Vishwavidyalaya;
7. "Convocation" means the convocation of the Shri Vaishnav Vidyapeeth Vishwavidyalaya;
8. "Course(s)" means prescribed area(s) of study and/or any other component(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore.
9. "College" means an institution situated as a constituent unit and maintained by the Shri Vaishnav Vidyapeeth Vishwavidyalaya under the provisions of these statutes.
10. "Decided by the Vishwavidyalaya/Vishwavidyalaya may decide/ Decision of the Vishwavidyalaya" means as decided by the Vice-Chancellor with approval of the Chancellor;
11. "Employee" means any person appointed by the Shri Vaishnav Vidyapeeth Vishwavidyalaya and include teachers and other staff of the Vishwavidyalaya.

12. "Faculty" means Faculty of the Shri Vaishnav Vidyapeeth Vishwavidyalaya listed in relevant Statute
13. "Governing Body" means Governing Body of Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore.
14. "Head of Vishwavidyalaya Department" means the faculty head of any department or head of any department or constituent institutions of Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore.
15. "Principal" means the Head of a constituent College and includes, when there is no Principal, a person for the time being duly appointed to act as Principal;
16. "Regular Education" means delivering instructions, teaching, learning, education and related activities directly by the teacher synchronously to students in the classes supported by teaching, learning and related activities on line from the campus to the regular students of the Shri Vaishnav Vidyapeeth Vishwavidyalaya.
17. "Regulation" means regulation of the Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore.
18. "Regulatory Commission" means regulatory commission constituted by State Government under section 36 of the Act.
19. "Rules" means Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Rules 2007;
20. "Scheme and Curriculum" means and includes nature, duration, pedagogy, syllabus, eligibility, and such other related details (by whatever name it may be called) for the concerned course(s) of the Shri Vaishnav Vidyapeeth Vishwavidyalaya
21. "Seal" means the common seal of the Shri Vaishnav Vidyapeeth Vishwavidyalaya;
22. "Subject" means the basic unit(s) of instruction; teaching; training; research etc, by whatever name it may be called, as under the scheme and curriculum;
23. "Scheduled Tribes" means the Scheduled Tribes specified in relation to the state under Article 342 of the Constitution of India;
24. "Scheduled Castes" means the Scheduled castes specified in relation to the state under Article 341 of the Constitution of India:
25. 'Statutes' , 'Ordinances' and 'Regulations' means the Statutes, Ordinances and Regulations of the Vishwavidyalaya as the case may be, in force for the time being;

26. "School of Studies" means a constituent institution maintained by the Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore as place for higher learning and research;
27. "Teacher of the Vishwavidyalaya" means Professor, Associate Professor, Assistant Professor and such other persons as may be appointed for imparting instructions or conducting research, with the approval of the Vice-Chancellor of the Vishwavidyalaya or any constituent College or Institution maintained by the Vishwavidyalaya;
28. "Vishwavidyalaya" means Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore.
29. "Sponsoring Body" means Shri Vaishnav Vidyapeeth Trust, Indore.
30. "Vice-Chancellor" means the Vice-Chancellor of the Vishwavidyalaya;
31. "Visitor" means the Governor of the state.
32. Words and expression used but not defined in these Statutes shall have the same meaning as assigned to them in the Act.
33. All words and expressions used herein and defined in these Statutes and the Rules shall have the meaning respectively as assigned to them in the Statutes and Rules;

### STATUTE – 03

#### Seal of the Vishwavidyalaya

The Vishwavidyalaya shall have a common seal to be used for the purposes of the Vishwavidyalaya and the design of the seal shall be as decided by the Vishwavidyalaya, subject to further changes or amendment as deemed necessary from time to time by the Vishwavidyalaya. The Vishwavidyalaya may also decide to make and use such Flag, Anthem, Insignia, Vehicle and other symbols of Graphic expression, abbreviation or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted by the State or the Central Government. The Vishwavidyalaya may opt to register these under relevant rules and laws of the Land.

**STATUTE – 04****Objectives of the Vishwavidyalaya**

The following shall be the objective of the Shri Vaishnav Vidyapeeth Vishwavidyalaya:

- (1) To provide Instructions, teaching and training in higher education and to make provisions for Research, Advancement and Dissemination of knowledge;
- (2) To create higher levels of intellectual abilities;
- (3) To establish state of the art facilities for Education and Training;
- (4) To carry out teaching and research and offer continuing education programmes;
- (5) To create centers of excellence for research and development and sharing knowledge and its application;
- (6) To maintain the standards of degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by the Vishwavidyalaya Grants Commission (U.G.C.) and the related regulatory body or regulatory council;
- (7) To offer job-oriented courses to the youth of the country, in order to promote self-efficiency.
- (8) To pursue any other objectives as may be approved by State Government based on the recommendations made by the Regulatory Commission from time to time.
- (9) To collaborate with other Universities, Research Centers, Government and Non-Government Organization towards fulfillment of the Vishwavidyalaya Objectives.

**STATUTE – 05****Appointment, Terms and Conditions, Duties and Powers of the Chancellor**

- (1) In accordance with section no 16 of the Act, the Chancellor shall be appointed by the sponsoring body for a period of five years with the concurrence of the Visitor. The Executive Committee of the sponsoring body shall, by simple majority, finalize the name of the Chancellor. The Secretary/Chairman of the Sponsoring Body shall send the name, along with Bio-Data of the proposed Chancellor, to the Visitor for approval. After Visitor's concurrence, Chancellor shall be appointed by the Sponsoring Body.
- (2) The Chancellor shall be the Head of the Vishwavidyalaya.
- (3) The Chancellor shall preside over the meetings of the Governing Body and shall, when the Visitor is not present, preside over convocation of the Vishwavidyalaya, for conferring degrees, diplomas or other academic distinctions.
- (4) The Chancellor shall exercise powers as specified in Section 16 clause 4 of the Act and powers provided in statute or Ordinance of Vishwavidyalaya.
- (5) The Chancellor shall hold office for a period of five years and shall be eligible for reappointment with the approval of Visitor following the procedures laid down above under clauses (1) of this statute. Provided that the Chancellor shall not withstanding the expiry his term may, continue to hold its office until is reappointed or its successor enters upon its office.
- (6) In case of any emergency like illness, absence or death of the Chancellor, the person authorized by Shri Vaishnav Vidyapeeth Trust, Indore shall perform his duties with the concurrence of the Visitor till the Chancellor reassumes his office or the new Chancellor is appointed. However, this period shall not exceed more than six months.
- (7) It shall be the duty of the Chancellor to ensure that the provisions of the Act, the Rules, the Statutes, the Ordinances or the Regulations are faithfully complied by the Vishwavidyalaya authorities.
- (8) The Chancellor shall exercise, supervise and have general control over the affairs of the Vishwavidyalaya and Decision of the Chancellor shall be final for the



Vishwavidyalaya for all the Administrative, Financial, Academic matters and any other matter therewith.

- (9) The Chancellor shall be entitled to receive allowances or benefits as may be decided by the Sponsoring Body.
- (10) The Chancellor shall have the following powers, also :-
  - (a) To appoint and remove the Vice-Chancellor;
  - (b) To call for any information or record of Vishwavidyalaya;
  - (c) Such other powers as may be conferred by the Statutes & Ordinance of Vishwavidyalaya;
- (11) The Chancellor if wishes to relinquish his office he shall write a letter in his own hand writing addressing to the Visitor. The Sponsoring Body/Chairman shall forward his resignation to the Visitor and after Visitor's approval, Sponsoring Body/Chairman shall accept his resignation and propose a new name to the Visitor as per clause (1) of this Statute.

**STATUTE – 06****Appointment, Terms and Conditions, Duties and Powers of the Vice-Chancellor**

- (1) The Vice-Chancellor shall be appointed by the Chancellor from the panel recommended by the Selection Committee constituted for the purpose, as per Section 17 of the Act.
- (2) The Selection Committee, referred to in sub-section (I), shall consist of the following members, as per Section 17 clause 2 of the Act.
  - (i) Two eminent academicians nominated by the sponsoring body;
  - (ii) One eminent person nominated by the State Government – member.
- (3) The Chancellor shall appoint one of the members of the selection committee as Chairman.
- (4) The selection committee shall submit a panel of at least three eminent persons for the appointment of Vice-Chancellor. Provided that if the Chancellor does not approve the recommendation of the selection committee, he may call for fresh recommendation from the selection committee.
- (5) Notwithstanding anything contained in the foregoing sub-section, the Chancellor may appoint the first Vice-Chancellor for a period of two years to conduct the affairs of Vishwavidyalaya.
- (6) The Vice-Chancellor appointed under Section (1) shall hold office for a term of four years and shall not be eligible for appointment for more than two terms. Provided that, notwithstanding the expiry of his term, he shall continue to hold office until his successor is appointed or enters office but in any case this period shall not exceed six months. Provided that he shall not hold the office after attaining the age of 70 years.
- (7) The Vice-Chancellor shall be a whole-time salaried officer of the Vishwavidyalaya and his emoluments and other terms and conditions of service shall be such as decided by the Governing Body provided that the pay, allowance and other conditions of service shall not be less than what has been approved by U.G.C.
- (8) If at any time upon representation made or otherwise and after making such enquiries as may be deemed necessary, it appears to the Chancellor, that the Vice Chancellor :-

- (i) Has made default in performing any duty imposed on him, by under the statute or ordinance of Vishwavidyalaya
  - (ii) Has acted in manner prejudicial to the interests of Vishwavidyalaya; or
  - (iii) Is incapable of managing the affairs of the Vishwavidyalaya the Chancellor may, notwithstanding the fact that the term of office of the Vice-Chancellor has not expired, by an order in writing stating the reasons therein, require the Vice-Chancellor to relinquish his office as from such date as may be specified in the order.
  - (iv) Provided that no such order shall be passed unless the particulars of the grounds on which such action is proposed to be taken are communicated to the Vice-Chancellor and he is given a reasonable opportunity of showing cause against the proposed order.
- (9) As from the date specified the Vice-Chancellor shall be deemed to have relinquished the office and the office of the Vice-Chancellor shall fall vacant.
- (10) In the event of the occurrence of any vacancy including temporary vacancy in the office of the Vice Chancellor by reason of his death, resignation, leave, illness or otherwise, Dean Faculty for that purpose shall act as the Vice-Chancellor as authorized by Chancellor until the date on which Vice-Chancellor is as per provision act to fill such vacancy, enters upon his office;
- Provided that the arrangement contemplated in this clause shall not continue for a period of more than six months.
- (11) The Vice-Chancellor shall be the principal executive and academic officer of Vishwavidyalaya, and shall exercise general superintendence and control over the affairs of Vishwavidyalaya and shall execute the decisions made by various authorities of Vishwavidyalaya.
- In addition to the powers and duties prescribed in section 17 of the Act, the Vice-Chancellor shall also exercise such other powers and perform such other functions as given below :-
- (i) He shall be Ex-Officio Chairman of Board of Management, the Academic Council and Finance committee and All Bodies of the Vishwavidyalaya. The Vice-Chancellor shall be entitled to be present in the meetings of all bodies of

the Vishwavidyalaya but shall not be entitled to vote at unless he is a member of such body.

- (ii) It shall be duty of the Vice-Chancellor to see that provisions of the Act and the Statutes and Ordinance and Regulations made by the Vishwavidyalaya are duly compiled with and he shall have all the powers necessary to ensure their compliance. The Vice Chancellor may constitute such committees as he deems it necessary to help him in the discharge of the duties entrusted upon him by or under the statute and ordinance.
- (iii) The Vice-Chancellor shall exercise control over the affairs of the Vishwavidyalaya and shall give effect to the decisions, directions or orders of all authorities of the Vishwavidyalaya.
- (iv) The Vice-Chancellor shall have the powers necessary for the proper maintenance of discipline in the Vishwavidyalaya and with prior written approval of the Chancellor, he may delegate any such powers to such persons, as he may deem fit.
- (v) The Vice-Chancellor shall be competent to grant leave to any officer of the Vishwavidyalaya in accordance with the rules and make necessary arrangement for the discharge of the functions of such officer during his absence.
- (vi) The Vice-Chancellor shall grant leave of absence to any employee of the Vishwavidyalaya in accordance with the rules and if he so desires, delegate such powers to another officer of Vishwavidyalaya.
- (vii) The Vice-Chancellor shall have the power to convene the meetings of the different Bodies constituted by Vishwavidyalaya.
- (viii) The Vice-Chancellor shall have the power to appoint on the sanctioned and vacant posts of Professors, Associate Professor, Assistant Professor and other Teachers following the procedure of their appointment with the approval of the Chancellor.
- (ix) The Vice-Chancellor shall have the power to appoint persons as may be considered necessary by the Academic Council for the functioning of the Vishwavidyalaya with the concurrence of the Board of Management.
- (x) The Vice-Chancellor shall have the power to make short term appointments for a period not exceeding six months at a time of such number of persons as may be considered necessary for functioning of the Vishwavidyalaya with the prior approval of Chancellor.
- (12) In the absence of the Visitor and the Chancellor, the Vice-Chancellor shall preside over at the convocation of the Vishwavidyalaya, for conferring Degree, Diplomas or other Academic distinctions.
- (13) The Vice-Chancellor may by writing addressed to the Chancellor resign his office in accordance with the terms & conditions of his appointment.

**STATUTE – 07****Appointment, Terms & Conditions, Powers and Duties of the Registrar****APPOINTMENT OF REGISTRAR**

The First Registrar shall be appointed by the Chancellor as per clause 18(1) of the Act for a period of two years. The Subsequent Registrar, other than the first Registrar, shall be appointed by the Governing Body on the recommendation of the Expert Committee constituted for the purpose. The Expert Committee shall consist of

- (i) Vice Chancellor – Chairman
- (ii) Nominee of the Chancellor
- (iii) Two Expert Members approved by the Governing Body.
- (iv) One Observer nominated by the Chairman, Regulatory Commission
- (v) Nominee of the Sponsoring Body

**2. SELECTION OF REGISTRAR**

The Vishwavidyalaya will follow the following procedure for the selection of the Registrar.

- (1) The Vishwavidyalaya would invite applications for the post through the process of an advertisement in important minimum two News Papers having wider circulation as decided by Vice-Chancellor.
- (2) A summary of the candidates applied for the post shall be prepared by the Committee constituted for the purpose as per clause 1 as above.
- (3) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
- (4) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
- (5) If a suitable candidate is not found in the first advertisement, subsequent advertisement shall be issued.
- (6) The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time.

- (7) When the office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties shall be performed by such person as the Vice Chancellor may appoint for the purpose with the prior approval of Chancellor.
- (8) The age of retirement of the Registrar shall be sixty five years.

## TERMS AND CONDITIONS OF SERVICE, POWERS AND DUTIES OF THE REGISTRAR

- (1) The Registrar shall be a full time salaried officer of the Vishwavidyalaya and shall discharge his duties under general superintendence and control of the Vice-Chancellor.
- (2) The Registrar will be a key officer of the Vishwavidyalaya. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the Vishwavidyalaya.
- (3) The Registrar shall be the member—secretary of the Governing Body, Board of Management and Academic Council but he shall not have the right to vote.
- (4) The Registrar shall exercise such other powers and perform such other duties as may be prescribed by the Statutes or Ordinance of Vishwavidyalaya.  
If any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the Vishwavidyalaya, the Vice-Chancellor may request the Chancellor in writing stating the reason therein, for the removal of the Registrar provided that before such action, the Registrar shall be given an opportunity of being heard.

## DUTIES OF THE REGISTRAR

Duties of the Registrar shall include:

- (1) To be the custodian of the records, the common property, and such other property of the Vishwavidyalaya as the Governing Body and Board of Management may decide.

- (2) To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other committee, the Registrar shall be the Member Secretary but he shall not have a right to vote.
- (3) To issue notices conveying the dates of meeting of the Vishwavidyalaya authorities to the members and to make necessary arrangements for the conduction of the meeting and also for other assigned duties by the Governing Body/ Board of Management from time to time.
- (4) The Registrar shall provide the copies of the Agenda of the meeting of the Governing Body, Academic Council, Board of management and such other bodies which are formed under the direction to the Vice-Chancellor and shall record the minutes and send the same to the Vice-Chancellor and Chancellor. He shall also make available all such papers, documents and information as the Visitor/M.P. State Vishwavidyalaya Regulatory Commission / Chancellor / Vice-Chancellor may desire from time to time.
- (5) He shall discharge all such functions as assigned to him by the Chancellor / Vice-Chancellor of the Vishwavidyalaya.
- (6) The Registrar shall have powers to take disciplinary action against the non teaching employees working in the Vishwavidyalaya and can suspend them, pending inquiry with the approval of the Chancellor.
- (7) To conduct official proceedings and correspondence of the Vishwavidyalaya, the Governing Body, the Board of Management and the Academic Council and the committees appointed by such authorities from time to time.
- (8) To represent the Vishwavidyalaya in suits or proceedings, by or against the Vishwavidyalaya, sign powers of attorney, verify pleadings and depute his representative for the purpose.
- (9) To keep the minutes of the meetings of the Governing Body, Board of Management, the Academic Council, and of the committees appointed by such authorities from time to time.
- (10) To arrange the examination of the Vishwavidyalaya in case no controller of Examination is appointed in the Vishwavidyalaya.
- (11) To collect the income, disburse the payments of the Vishwavidyalaya, in case no Chief Finance Officer is appointed in the Vishwavidyalaya.

- (12) To exercise all such powers as may be necessary or expedient for carrying into the orders of the Chancellor, Vice-Chancellor or various authorities or bodies of the Vishwavidyalaya of which Acts as secretary.
- (13) To discharge such other functions as may be assigned to him from time to time by the Vice-Chancellor to whom he shall be responsible for the same.
- (14) To perform such other functions as may be specified in the Statutes, Ordinances or Regulations or as may be required from time to time by the Governing Body, Board of Management or the Vice-Chancellor.
- (15) To Order such assistance as may be desired by the Vice-Chancellor in the performance of his official duties.
- (16) Subject to the Control of the Vice-Chancellor, the Registrar shall have power to appoint on the sanctioned post, of the class III and class IV Ministerial & Academic Staff of the Vishwavidyalaya and likewise shall exercise disciplinary control over them with the approval of Chancellor.
- (17) The Registrar shall have the powers to enter into and sign, agreements and authenticate records on behalf of the Vishwavidyalaya.
- (18) The Vice-Chancellor shall have power to take disciplinary action against Registrar if required. However, an appeal could be made by the concerned Registrar to the Chancellor through Board of Management and the Vice-Chancellor. The Vice Chancellor shall place the appeal before the Board of Management within a period of 30 days from the date of the receipt of the appeal by him with his comments and observations if any. The decision of the Chancellor shall be final.
- (19) An appeal shall be made to an officer so designated by the Board of Management against any order made by the Registrar. In cases where an inquiry discloses that a punishment beyond the powers of the concerned Registrar is called for, the Registrar shall, consequent to the enquiry, make a report to the Vice-Chancellor along with his recommendations for such action as the Vice-Chancellor may deem fit.
- (20) The Registrar Shall be :-
  - (i) Member Secretary of the Governing Body.
  - (ii) The member Secretary of the Board of Management, and
  - (iii) The Member – Secretary of the Academic Council
 But, he shall not have rights to Vote.
- (21) An appeal can be made to the Chancellor against any order of the Registrar. The Chancellor will be final authority to take decision on the appeal.
- (22) The Registrar may by writing under his hand addressed to the Chancellor, resign his office giving three months notice, provided that the notice period of three months can be condoned by the Chancellor if three months salary is deposited by such officer and he clears all dues to the Vishwavidyalaya if any in accordance with the terms & conditions of his appointment.



**STATUTE – 08****Appointment, Terms & Conditions, Powers and Duties of the Chief Finance & Accounts Officer (CF&AO)**

The CF&AO will be a full time salaried officer of the Vishwavidyalaya and shall discharge his duties under general superintendence and control of the Chancellor.

**THE APPOINTMENT OF CHIEF FINANCE AND ACCOUNTS OFFICER (CF&AO)**

The appointment of the CFAO shall be made by the Chancellor on the recommendation of the committee constituted for the purpose.

The Committee shall consists of

- (i) Vice Chancellor – Chairman
- (ii) Nominee of the Chancellor
- (iii) Two finance Expert members approved by the Governing Body.
- (iv) One Observer nominated by the Chairman, M.P. Vishwavidyalaya Regulatory Commission
- (v) Nominee of the Sponsoring Body

Provided that the first CFAO will be appointed by Chancellor for a period two years.

**SELECTION OF CF&AO**

The Vishwavidyalaya will follow the following procedure for the selection of the CFAO.

- (1) The Vishwavidyalaya would invite applications for the post through the process of an advertisement in any two important News Papers having wider circulation as decided by Vice Chancellor.
- (2) A summary of the candidates applied for the post shall be prepared by the Committee consisting of three Professors of the Vishwavidyalaya approved by the Vice Chancellor for the purpose.
- (3) The date of meeting of the selection committee will be fixed and a notice to this effect shall be given at least 15 days in advance.

- (4) The selection committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Chancellor. The committee shall consist of :
- (i) Vice Chancellor – Chairman
  - (ii) Nominee of the Chancellor
  - (iii) Nominee of the Sponsoring Body
  - (iv) Two expert members approved by Governing Body
  - (v) One observer nominated by Chairman Regulatory Commission
- (5) If a suitable candidate is not found in the first advertisement, subsequent advertisement shall be issued.
- (6) When the office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (7) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the Vishwavidyalaya, the Vice-Chancellor may request the Chancellor, in writing stating the reasons therein for the removal of CFAO.
- (8) The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice Chancellor in accordance with the terms & conditions of his appointment.

#### **Terms and Conditions of CF&AO**

- (1) The Chief Finance and Accounts Officer shall receive a salary in the pay scale and other allowances as decided by the Chancellor.
- (2) Term of CFAO will be of four years.

#### **DUTIES OF CF&AO**

The duties of CFAO shall include :

- (1) The Chief Finance & Accounts Officer shall be responsible for managing the accounts and funds of the Vishwavidyalaya, for maintaining the records of property, and for regularly getting them audited.
- (2) The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the Vishwavidyalaya.
- (3) Maintaining the Financial records and any such other finance related records of the Vishwavidyalaya as the Governing Body may decide.
- (4) He shall discharge all such functions as assigned to him by the Chancellor/Vice-Chancellor of the Vishwavidyalaya.
- (5) Exercise such duties, powers and perform other functions as may be prescribed by the Act, Statutes, Ordinance and Regulations and as directed by the Chancellor/ Vice-Chancellor and Board of Management.
- (6) Exercise general supervision of the Fund of the Vishwavidyalaya and advise it as regards its financial policies.
- (7) Perform such other financial function as may be assigned to him by the Governing Body and Board of Management or as may be prescribed by the Statutes or the Ordinance. Provided that Chief Finance & Accounts Officer shall not incur any expenditure or make any investments exceeding the limits as fixed by the Vice-Chancellor and the Board of Management and Governing Body.

**Chief Finance & Accounts Officer Shall also perform following duties as directed by Chancellor, Vice-Chancellor and Board of Management**

- (1) Collect the income, disburse the payments and maintain the accounts of the Vishwavidyalaya.
- (2) Hold and manage the properties and investments of the Vishwavidyalaya, including trust and immovable properties for fulfilling any of the objects of the Vishwavidyalaya.
- (3) Ensure to the limits fixed by the finance committees for recurring and non-recurring expenditure for a year are not exceeded and money is used or spent for the purposes for which it was granted or allotted.
- (4) CAFO will be responsible for the preparation of the annual accounts and the budget, Audit Report & Action Taken Report of the Vishwavidyalaya and for

their presentation to the Board of Management after they have been considered by the Finance Committee.

- (5) Keep a constant watch on cash and bank balances and investments.
- (6) Ensure that the registers of properties of the Vishwavidyalaya are maintained properly and that the stock checking of materials and equipments and other materials in the offices of the Vishwavidyalaya maintained by the Vishwavidyalaya.
- (7) Watch the progress of collection of revenue and advice on the methods of collection of revenue.
- (8) Bring to the notice of the Vice-Chancellor any unauthorized expenditure or other financial irregularities, and suggested appropriate action against persons at fault.
- (9) Call from any office of the Vishwavidyalaya, any information or reports that he may consider necessary for the performance of his functions.
- (10) The CF&AO shall supervise, control and regulate the working of accounts & finance of the Vishwavidyalaya and ensure the receipt of funds and their utilization as per Sections 12 & 13 of the Act.
- (11) The CF&AO may by writing under his hand addressed to the Chancellor, resign his office in accordance with the terms & conditions of his appointment.

**STATUTE – 09****Governing Body of the Vishwavidyalaya****Constitution of Governing Body**

- (1) Constitution and functioning of the Governing Body shall be as laid down under section 22 of the Act.
- The Governing Body of the Vishwavidyalaya shall consist of the following members namely:-
- (i) The Chancellor
  - (ii) The Vice-Chancellor
  - (iii) Three eminent persons nominated by the sponsoring body out of which at least one shall be an eminent educationist;
  - (iv) Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
  - (v) One representative of the State Government not below the rank of Deputy Secretary
- (2) The terms of nominated members of the Governing Body will be for three years and individual can hold the membership not more than two consecutive terms.
- (3) The Chancellor shall be the Ex-Officio Chairman of the Governing Body.
- (4) The Governing Body shall be the principal authority of the Vishwavidyalaya, and all movable and immovable property of the Vishwavidyalaya shall vest in the Governing Body and shall have the following powers namely :-
- (i) To control functioning of the Vishwavidyalaya, by using all such powers as are provided by this Act or the Statutes, Ordinance or Regulations made there under;
  - (ii) To review the decision of other authorities of the Vishwavidyalaya, in case they are not in conformity with the provisions of the Act or the Statutes, Ordinances or regulations made there under;
  - (iii) To approve the budget and annual report of the Vishwavidyalaya, from time to time.
  - (iv) To lay down the policies to be followed by the Vishwavidyalaya.

- (v) Such other powers as may be prescribed by the Statutes of the Vishwavidyalaya.
- (vi) The Governing body shall meet at least three times in a calendar year.
- (vii) The quorum for meeting of the Governing Body shall be of five members as per the act, with at least one member nominated by the State Government.
- (viii) To make, review and approve, from time to time the broad policies plans and procedures and suggest measures for the improvement and development of the Vishwavidyalaya.
- (ix) To make recommendation on any matter referred to it by the Chancellor.
- (x) Such other powers and duties as may be prescribed by the "Executive Committee" of the Sponsoring Body.
- (xi) In the interest of the Vishwavidyalaya the Chancellor has power to approve any matter related to Vishwavidyalaya and same shall be placed in next Governing body meeting for ratification.
- (xii) All the matter to be placed for Governing body meeting should be first approved by the Chancellor.

**STATUTE – 10****Board of Management****Constitution of Board of Management**

- (1) Constitution and Functioning of Board of Management shall be as laid down under section 23 of the Act.
- (2) The Board of Management shall consist of the following members, namely:-
  - (i) The Vice-Chancellor
  - (ii) Two representatives, nominated by the Sponsoring Body
  - (iii) Two representatives nominated by the State Government.
  - (iv) Two senior most Professors of the Vishwavidyalaya by rotation; and
  - (v) Two senior most Teachers of Vishwavidyalaya, other than the Clause (iv) by rotation.

The Board of Management shall be constituted with the approval of Chancellor.

- (3) The Vice-Chancellor shall be the Ex-Officio Chairperson of the Board of Management.
- (4) The Board of Management shall meet at least once in every month.
- (5) The term of the nominated members of the board of Management will be of Three years.
- (6) No nominated member shall hold office for more than two consecutive terms.
- (7) The quorum for meeting of the Board of Management shall be at least five members with at least one member appointed by the State Govt.

**POWERS AND FUNCTIONS OF THE BOARD OF MANAGEMENT**

The Board of Management shall have the following powers and function.

- (1) Suggestion on Budget, Audit report and Annual Report of the Vishwavidyalaya and to place it before the Governing Body for its approval.
- (2) To prepare the Annual/ Supplementary Budget of the Vishwavidyalaya and to place it before the Governing Body for its consideration and approval.
- (3) To follow the Budget for Expenditure as approved by the Governing Body.
- (4) To perform any other functions which may be assigned by the Governing Body and Chancellor.
- (5) To recommend to Governing Body for creating the post of other officers of the Vishwavidyalaya.
- (6) To get the approval of the Governing Body before the implementation of such decisions of the Board of Management which may be having bearing on the finances of the Vishwavidyalaya.
- (7) To manage and administrate the revenue and property of the Vishwavidyalaya and to conduct all administrative affairs of the Vishwavidyalaya.
- (8) To create teaching and other academic posts.
- (9) To prescribe qualifications for teachers and other academic staff in time with the norms set by the Vishwavidyalaya Grant Commission or any statutory body which may be applicable to it.
- (10) To approve the appointment of such Officers, Professors, Associate Professor, Assistant Professor and other teachers and academic staff as may be necessary on the recommendations of selection committee constituted for the purpose.
- (11) To approve appointment of temporary contractual and daily Honorarium basis vacancies of any Teaching, Administrative & Academic Staff.
- (12) To specify the manner of appointment to temporary vacancies of any staff.
- (13) To manage and regulate the finance, accounts property of the Vishwavidyalaya and all other affairs of the Vishwavidyalaya and to appoint such other agents as may be considered fit.
- (14) To invest money belonging to the Vishwavidyalaya including any unexpected income, in such stocks, funds, shares or securities as it thinks fit in the purchase of immovable properties in India with like power varying such investment from time to time. Provided that no action under this clause shall be taken without consulting the Finance Committee and approval of Chancellor.



- (15) To create administrative, ministerial and other necessary posts after taking into account the recommendations of the Finance Committee and to specify the manner of appointment there to.
- (16) To regulate and enforce discipline amongst the employees in accordance with the statutes and ordinance of Vishwavidyalaya.
- (17) To transfer or accept transfers of any immovable or movable property on behalf of the Vishwavidyalaya with provisions followed in statute or Ordinance after the approval of Chancellor.
- (18) To entertain, adjudicate upon or redress the grievances of the employees and the students of the Vishwavidyalaya who may for any reason feel aggrieved.
- (19) To fix the remunerations payable to counselors, examiners and invigilators and fix the traveling and other allowances payable to them, after consulting the Finance Committee.
- (20) To delegate any of its powers to the Vice-Chancellor, Chief Finance & Accounts Officer, Registrar or other Officers, employee of authorities of the Vishwavidyalaya or to a Committees appointed by it.
- (21) To execute fellowship, scholarship, studentships, and other provisions in welfare of students.
- (22) The Board of Management shall exercise the powers of the Vishwavidyalaya not otherwise provided by the Statute, Ordinance and the Regulations for the fulfillment of the objects of the Vishwavidyalaya.
- (23) To exercise such powers and perform such other functions as may be conferred or imposed by the Act or the Statutes, Ordinance and also directives of Chancellor of the Vishwavidyalaya.

**STATUTE – 11****Academic Council****Constitution, Powers, Duties and Functions**

The Academic Council shall be Principal Academic Body of the Vishwavidyalaya which shall consist of not more than fifteen members and shall, subject to the provisions of the section 24 of Act.

- (1) The Academic Council shall be the Principal academic body of the Vishwavidyalaya
- (2) The Academic Council shall consist of the following members:
  - (a) Vice Chancellor - Chairman
  - (b) Deans and Heads of Departments as per their seniority - Member
  - (c) Three Senior most Professor of the Vishwavidyalaya Teaching Departments nominated by Chancellor - Member
  - (d) Two Professors from the State/Central Government Universities nominated by the Chairman Regulatory Commission - Member
  - (e) Two representatives from amongst the Scientists/Educationists/Technologists/Industrialists nominated by the Chancellor - Member
  - (f) Registrar - Ex-Officio Secretary

Provided that the total membership of the Academic Council shall not exceed Fifteen members at any time

- (3) The Vice-Chancellor, as the Chairman, shall preside over the meetings of the Academic Council, but he shall not have the right to vote and in his absence other person nominated by the chancellor shall preside over the meeting.
- (4) The Registrar shall be the Member Secretary of the Academic Council and in the absence of the Registrar, any other member authorized by the Vice-Chancellor shall act as the Member- Secretary.

- (5) Eight members of the Academic Council including the Chairperson shall form quorum at a meeting. Provided that no quorum shall be necessary for adjourned meetings.
- (6) The Term of the nominated members of the Academic Council shall be of three years.

### **POWERS, DUTIES & FUNCTIONS OF ACADEMIC COUNCIL**

Subject to the provisions of the Act, the Academic Council shall have the following powers, duties and functions, namely:

- (1) To co-opt as members, persons having special knowledge or experience in the subject matter of any particular business which may come before the council for consideration. The members so co-opted shall have all the rights of the members of the council in regard to the transaction of the business in relation to which they may be co-opted.
- (2) The Academic Council shall be the Principal academic body of the Vishwavidyalaya and shall, co-ordinate and exercise general supervision over the academic policies of the Vishwavidyalaya.
- (3) To promote research and related activities in the Vishwavidyalaya.
- (4) To make recommendation to the Governing Body on the proposals received from the different faculties of the Vishwavidyalaya, for the conferment of degrees, honorary degrees or any such other distinction or honor of the Vishwavidyalaya.
- (5) To exercise general supervision over the academic policies of the Vishwavidyalaya and to give direction regarding methods of instruction, teaching and evaluation of research or improvements in academic standards.
- (6) To consider matters of general academic interest either on its own initiative or on a reference made by a faculty or the Board of Management and to take appropriate action thereon.
- (7) To make proposals to the Governing Body for allocating departments to the faculties.
- (8) To make proposals to the Governing Body for the institution of Fellowships, Scholarships, Studentships, Exhibition Medals and Prizes and to make rules for their award.

- (9) To recognize persons of eminence in their subject to be associated as research guide in the subject as prescribed in the Ordinance.
- (10) To formulate, modify or revise schemes for the organization and assignment of subjects to the faculties, and to recommend to Governing Body as to the expediency of abolition, reconstitution or division of any faculty of the Vishwavidyalaya.
- (11) To recognize diplomas and Degrees of other Universities and institutions and to determine their equivalence.
- (12) To make special arrangements, if any, for the teaching of women or physically handicap students and for prescribing for them special courses of study.
- (13) To consider academic related proposals submitted by the faculties departments of the Vishwavidyalaya.
- (14) To approve syllabus of the different courses/subject submitted by the faculties/ departments and to constitute examination committee for the conduct of examinations according to Ordinances made for the purpose.
- (15) To award stipends, scholarship, medals and prizes and to make awards in accordance with the ordinance and such other conditions as may be attached to the award.
- (16) To publish syllabus of various courses of study, lists of prescribed or recommended Text Book, Reference Books & Periodical, Journals for different subjects.
- (17) To appoint committee for admission of students in different faculties of the Vishwavidyalaya.
- (18) To recommend to the Governing Body the rates of remuneration and allowances for the Examination work.
- (19) To delegate such of its powers, as is may deem fit, to the Chairman of the Academic Council.
- (20) To make recommendation if any matter referred to by Chancellor.
- (21) To frame such regulations and rules consistent with the Statutes and the Ordinances regarding the Academic functioning of the Vishwavidyalaya, including discipline, admissions, award of fellowships and studentships and other academic matters as mentioned in Act.
- (22) The Academic Council shall exercise such other power and perform such other duties as may be prescribed form time to time by the Chancellor.

**STATUTE – 12****Finance Committee**

- (1) No decision involving financial implications shall be taken by any authority of the Vishwavidyalaya without prior concurrence of the Finance Committee.
- (2) The Finance Committee shall consists of the following persons, namely:
 

(i)	The Chancellor or His Nominee	:	Chairman
(ii)	The Vice Chancellor	:	Member
(iii)	The Registrar	:	Member
(iv)	Chief Finance & Accounts Officer	:	Member Secretary
(v)	One Member of Governing Body To be nominated by the Chancellor		Member
(vi)	One person to be nominated by the Sponsoring Body	:	Member
- (3) The tenure of the members of the finance committee, other than ex-officio members, shall be of three years.
- (4) The Finance Committee shall meet at least twice in each financial year.
- (5) Four members of the Finance Committee, including Chairman, shall constitute the quorum at the meetings provided that CFAO has to be amongst the present members.
- (6) The Finance Committee shall control all the financial matters of the Vishwavidyalaya.
- (7) The Finance Committee executes powers under the rules mentioned in Statutes, Ordinance and Regulations of Vishwavidyalaya.
- (8) The Finance Committee shall review the income and expenditure of the Vishwavidyalaya in every financial year.
- (9) The Finance Committee shall prepare the annual Budget before starting the every financial year and modified and sanctioned as from time to time as per requisition of the different authorities or officers of the Vishwavidyalaya after the approval of Chancellor.

- (10) To provide direction of compliance of audit rules, annual accounts and annual reports provisions & inspection from time to time.

#### **FUNCTIONS AND POWERS OF THE FINANCE COMMITTEE**

- (1) The Finance Committee shall consider the annual estimates of income and expenditure of the Vishwavidyalaya prepared by the Board of Management and shall put up to the Governing Body of its consideration and approval.
- (2) The Finance Committee shall consider the annual accounts of the Vishwavidyalaya suggested by the Board of Management and its recommendation thereon along with the annual budget, and shall put it to the Governing Body for its consideration and approval.
- (3) The Finance Committee may make its recommendations to the Governing Body to accept bequests and donation of property to Vishwavidyalaya on such terms as it deems proper.
- (4) The Finance Committee may recommend mechanism, ways and means to generate resources for the Vishwavidyalaya.
- (5) The Finance Committee may consider any other matter referred to it by the Governing Body and make its recommendation thereon.
- (6) The Finance Committee shall advise the Governing Body on any question affecting Vishwavidyalaya finances.
- (7) The Finance Committee shall be responsible for the compliance of Regulations relating to the maintenance of accounts of the income and expenditure of the Vishwavidyalaya.

**STATUTE – 13****Standing Committee – its Function & Responsibilities**

The Standing Committee of the Vishwavidyalaya shall consist of following :

- |       |  |   |                  |
|-------|--|---|------------------|
| (i)   | Vice Chancellor  | : | Chairman         |
| (ii)  | Registrar  | : | Member Secretary |
| (iii) | Chief Finance & Accounts Officer   | : | Member           |
| (iv)  | Deans of all Faculties of the Vishwavidyalaya  | : | Member           |
| (v)   | Three senior Heads of Departments of the Vishwavidyalaya by rotation (which will be for three years) | : | Member           |

The Vice Chancellor may invite additional members to the standing committee as and when required . The meeting of the Committee shall be convened under the direction of the Vice-Chancellor.

**Functions and Responsibilities of Standing Committee**

- (1) The Registrar shall act as Secretary of the Standing Committee.
- (2) Meeting of the Standing Committee shall be convened, as and when required under the directions of the Vice-Chancellor. One half of the members of the Standing Committee and Chairman shall constitute the Quorum.
- (3) Notice of the meeting of the Standing Committee along with the agenda will be served to the members at least 3 days in advance of the meeting. However, an emergency meeting of the Standing Committee can be called by the Vice-Chancellor, as and when required, with one hour notice.
- (4) To monitor functioning of the Vishwavidyalaya as per the Act; the Statutes and the Ordinance from time to time.
- (5) To examine any matter referred to it by the Chancellor/ Vice-Chancellor and to make suitable recommendations. The recommendations of the standing committee shall be put up before the Board of Management.

**STATUTE – 14****Examination and Result Committee**

- (1) The Examination and result committee of each department shall consist of the following members :
- (i) Dean of Faculty by Rotation : Chairman
  - (ii) Head of the Department : Member
  - (iii) Two Senior most teachers of the Department  
(other than the head of the department) Member
- (2) Examination committee shall recommend to the Controller of Examination the names of Examination, Paper Setters, Moderator and Examiners of different subjects. Vice-Chancellor shall reserve the right to add or delete name of any person in the proposed list.
- (3) Examination and result committee shall approve the results of the concerned department before declaration.
- (4) If the committee is not satisfied with the result, it may recommend suitable corrective measures to the Vice-Chancellor and shall implement after due approval of the Vice-Chancellor.



**STATUTE – 15****Faculties**

The Vishwavidyalaya shall include the following faculties :

- (i) Faculty of Science.
- (ii) Faculty of Life Science.
- (iii) Faculty of Home Science.
- (iv) Faculty of Engineering and Technology including Biotechnology and Computer Applications.
- (v) Faculty of Commerce.
- (vi) Faculty of Health Science including Medical, Dental, Homeopathy, Pharmacy, Ayurvedi and Paramedical Courses.
- (vii) Faculty of Social Sciences and Humanities
- (viii) Faculty of Law
- (ix) Faculty of Yoga.
- (x) Faculty of Education (Including Physical Education).
- (xi) Faculty of Journalism and Mass Communication (Media).
- (xii) Faculty of Management including Hotel Management and Catering Technology.
- (xiii) Agriculture and allied science including Animal Husbandry and food processing.
- (xiv) Faculty of Entrepreneurship Development (Vocational Programs).
- (xv) Provided that other Faculties as may be approved by the Chancellor on the recommendation of the Academic Council shall be added from time to time.

Each Faculty shall have such department as may be assigned to it by the Academic Council of the Vishwavidyalaya.

**STATUTE – 16****Deans of Faculties****(A) Dean of Faculty**

There shall be a Dean for each Faculty. The Deans shall be appointed by the Chancellor on the recommendations of the Vice Chancellor from amongst the Professors in the Vishwavidyalaya for three years and they shall be eligible for re-appointment.

Provided that :-

- (1) If there is no Professor, an Associate Professor according to seniority who may act as Dean.
- (2) The Dean shall be the Chairman of the Faculty and shall be responsible for the Compliance of the Statutes, the Ordinances and the Regulations relating to the Faculty.
- (3) The Dean shall be responsible for overall supervision and control of the organization of the department concerned and the conduct of teaching and research work in the Departments comprised in the Faculty.
- (4) The Dean shall exercise such other powers and perform such other function and duties as may be assigned to him by the Governing Body or the Vice-

**STATUTE – 17****Constitution of Faculties**

Each Faculty shall consist of the following members, namely:

- |     |  |   |          |
|-----|--|---|----------|
| (1) | The Dean of the Faculty who shall be the Chairman.   | - | Chairman |
| (2) | The Heads of Departments of Study in the Faculty   | - | Member   |
| (3) | All Professors in the Faculty  | - | Member   |
| (4) | One Associate Professor and one Assistant Professor, by rotation according to seniority, from each Department in the Faculty (For Three Years) | - | Member   |

**STATUTE – 18****Power of Faculties**

- (1) The Faculty shall have such power and shall perform such duties as given in the Ordinances and shall, from time to time, appoint such and so many Boards of Studies in different branches of studies as may be prescribed by the Ordinances.
- (2) The Faculty shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them or on any other matter referred to them by the Academic Council.

**STATUTE – 19****Board of Studies**

- (1) There shall be a Board of Studies for Subject comprising of :-
  - (i) All the teachers of the concerned subject.
  - (ii) Two members to be nominated and co-opted the Department from outside the Vishwavidyalaya, from academics/Industries, after approval of Vice-Chancellor from amongst the panel of Five persons.
- (2) The Head of the Department shall be the Chairman of the Board of Studies provided that –
  - (i) The term of the Chairman shall be of three years,
  - (ii) If there are more than one Subject in the department, the senior most Professor/ Associate Professor shall be the Chairman of Board of Studies of that subject in accordance with clause (1) above.
- (3) The term of the Co-opted members of the board of studies shall be of three years.
- (4) The Vice-Chancellor may constitute a Board of Studies for the subject to be introduced by the Vishwavidyalaya as and when required.
- (5) Detailed Syllabus of the different courses of the department shall be prepared by the Board of Studies.
- (6) Contents of the Syllabus shall be revised and updated by the Board of Studies from time to time and be submitted to the Academic Council for its approval.
- (7) Board of Studies meeting shall be convened at least once in a year.

**STATUTE – 20****Students' Council**

- (1) The Students' Council shall mainly function as a forum for getting feedback on the student's issues and their welfare.
- (2) The Vice-Chancellor shall appoint the Student's Council, one student from each Department/ Faculty who shall be a regular student of the Vishwavidyalaya and had secured first position in order of merit in the preceding Examination.
- (3) The Vice-Chancellor can also decide to involve other categories of students in the Students' Council depending upon the need of students participation for the benefits of the Vishwavidyalaya. Schedule cast and Schedule Tribes and girls students will be given adequate representation in the Students' Council.

**STATUTE – 21****Appointment of Teachers of the Vishwavidyalaya**

- (1) For the teaching staff in the Vishwavidyalaya namely the Professors, Associate Professor and Assistant Professor, the Board of Management may recommend to the Governing Body for filling up the vacancies occurring in different teaching departments of the Vishwavidyalaya.
- (2) The Governing Body shall assess the recommendations of the Board of Management and approve filling up of teaching vacancies through an open advertisement and selection process from time to time.
- (3) The post of teaching staff (Professor, Associate Professor and Assistant Professor) shall be advertised in the national daily News Papers which have wider circulation clearly mentioning the essential qualifications and pay scale for each advertised post as per norms prescribed by the Vishwavidyalaya Grant Commission (UGC) or any other Regulatory Body.
- (4) There shall be a Screening Committee consisting of three members, appointed by the Vice-Chancellor and shall screen all the applications and prepare a summary of all the candidates fulfilling the essential qualifications and to be called for the interview. Also a list of candidates rejected and not to be summoned for the interview shall be made separately giving reasons for their rejection.
- (5) Summary of all the screened applications shall be made available to the Selection Committee.
- (6) The Selection committee shall consist of the following members :
  - (i) The Vice –Chancellor - Chairman
  - (ii) One observer, not connected with the Vishwavidyalaya in any manner, to be nominated by the Chairman, M.P. Vishwavidyalaya Regulatory Commission. - Member
  - (iii) Three subject experts nominated by the Vice-Chancellor after the approval of the Chancellor - Member

- (iv) Dean of concerned Faculty - Member
- (v) Head of the Department - Member

(7) The Selection Committee shall recommend to the Governing Body the names, arranged in order of merit, if any, of the persons who it considers suitable for the appointment.

Provided that no recommendation shall be made unless at least two subject experts and the Observer under clause (6) mentioned above, are present in the meeting of Selection Committee.

(8) After the Selection Committee's recommendation and approval by Governing Body, appointment letters will issued by the Registrar to the selected candidates.

(9) In addition to full-time teachers, the Board of Management / Vice-Chancellor may also decide to engage teachers for a fixed period / part time/ contractual basis. The terms and conditions (such as honorarium, TA/DA, conveyance charges etc) of such persons will be decided by the Chancellor of the Vishwavidyalaya from time to time.

(10) Teachers already working (appointed by the sponsoring Body/ institute)

(i) Teachers (Professor/Associate Professor/ Assistant Professor) who are already working and who have been appointed on regular basis, following due procedure in the same institute/college, before its notification as Vishwavidyalaya, shall be examined by the screening committee constituted as per the provision of section (6) of this statute.

(ii) After examining each case, as per the norms/qualification laid down by the Vishwavidyalaya Grant Commission / any other relevant Regulatory body the committee as (1) above, shall comply with the conditions mentioned in 7(1) of this statute, submit its recommendation to the Chancellor.

(iii) The teachers found suitable for appointment in the Vishwavidyalaya Teaching Department, as screened above may be absorbed as the regular teachers of the Vishwavidyalaya after approval of Governing Body.

(11) (i) For the purpose of official work, the seniority of various categories of teachers shall be maintained by the Vishwavidyalaya in accordance with length of continuous service in a cadre.

(ii) It shall be the duty of the Registrar to prepare and maintain in respect of different categories and update seniority lists in accordance with procedure laid down in the clauses hereafter appearing provided that if :

- (a) If the length of service of two or more teachers in any cadre calculated in accordance with paragraph 2 above is equal, their seniority inter se shall be determined in accordance with the length of continuous service in the cadre immediately below, if any
- (b) If after calculation in accordance with above the seniority inter se of two or more teachers in any cadre is equal, their inter se shall be determined in accordance with the length of continuous service in the cadre, if any, immediate below the cadre considered under above.
- (c) If after calculation in accordance with the foregoing provisions to the extent possible, the seniority inter se of two or more teacher in any cadre is equal, their seniority inter se shall be determined by the total period of continuous service as a teacher in any cadre.
- (d) If after applying the foregoing provisions to the extent possible, the seniority of two or more teachers is equal, their seniority inter se shall be determined in accordance with seniority in age.

(12) The retirement age of a teacher shall be as per norms of Regulatory Bodies, UGC, AICTE, MCI, BCI etc. and no one shall with hold official position after retirement. However, they can continue for teaching purpose on contractual conditions as prescribed by the Governing Body.

**STATUTE – 22****Categories of the Non-Teaching Employees**

- (1) The following types of non-teaching employees shall be appointed by the Vishwavidyalaya.
  - (i) Permanent/Probationary Employees
  - (ii) Contractual Employees
  - (iii) Casual Employees.
- (2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employee will be of maximum two years.
- (3) Contractual employee means an employee who is appointed on contract bases for a specified period.
- (4) Causal Employee means an employee who is employed on the basis of a muster Roll.
- (5) The terms of services of all the above types of employees and their procedures shall be as prescribed by the Regulations of the Vishwavidyalaya.

**STATUTE – 23****Other Officers of the Vishwavidyalaya**

- (1) The following shall be the Officers of the Vishwavidyalaya :
  - (i) **Controller of Examination :**
    - (a) Controller of Examination shall be an officer of the Vishwavidyalaya and shall be appointed by the Vice-Chancellor.
    - (b) When the office of the controller of examination is vacant or when the Controller of Examination is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such other person as the Vice-Chancellor may appoint for the purpose with the approval of Chancellor.
    - (c) The Controller of Examination shall control the conduct of examination and all other arrangements necessary thereof and execution of all processes connected therewith and ancillary thereto.
  - (ii) **Librarian**  
The Librarian shall be a full time salaried officer of the Vishwavidyalaya, and his appointment will be made following the procedure as decided by Board of Management.
- (2) The Powers and responsibilities of the Controller of Examination and Librarian shall be as decided by the Board of Management of the Vishwavidyalaya.



**STATUTE – 24****Conferment of Honorary Degrees and Academic Distinctions**

- (1) (i) Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department of any faculty and member and Head of the Department will forward it through Dean of Faculty to the Vice-Chancellor.
- (ii) On receipt of the proposal the Vice-Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act, shall summon special meeting of the Board of Management to consider the proposal.
- (iii) At such special meeting of the Board of Management the Vice-Chancellor shall call upon the members to indicate their opinion on the proposal at such meeting .
- (iv) The Vice Chancellor shall ascertain the proposal from scrutiny of the ballot papers, if the Vice-Chancellor finds that the proposal has the requisite support of the members, he shall declare that the proposal is worth approving and shall send it for final approval of the Chancellor.
- (v) Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.
- (2) (i) Any such proposal submitted for approval directly to Governing Body shall be decided by a secret ballot of the members of the Governing body present and voting at the meeting.
- (ii) No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
- (iii) The Vice Chancellor shall scrutinize the ballot papers in respect of the proposal.
- (iv) On scrutiny, if the proposal is found to have the requisite support, the proposal shall be declared to be carried and in the absence of the requisite support, the proposal shall be declared to be dispersed with. However, the Chancellor will have power to reject or approve any proposal without assigning any reason thereof.

**STATUTE – 25****Provisions Regarding Fee to be Charged from the Students**

- (1) All the courses in the Vishwavidyalaya shall be run on self-finance mode. The following type of fees may be charged from the students :
- I. Prospectus/ Registration form fee.
  - II. Admission fee (wherever applicable)
  - III. Tuition fee of the program
  - IV. Examination fee
  - V. Library fee
  - VI. Development/amalgamated fund
  - VII. Laboratory fee
  - VIII. Caution money
- The Vishwavidyalaya may introduce other heads of fees as per requirement of the program from time to time.
- (2) In addition, fee for duplicate mark sheets, revaluation, issue of degree, Migration and such other examination or result fee may be charged from the students, as prescribed by the ordinances/Board of Management.
- (3) The components of fee may vary from course to course and shall be decided by the Board of Management for each course.
- (4) Direction of various regulatory Body via; MIC, DCI, UGC will be the binding on the Vishwavidyalaya.
- (5) The fee structure of various programs and provision of exemption from tuition fee shall be decided by the Board of Management from time to time and will be made available to the student along with the prospectus for concerning session.
- (6) The components of Fee shall be decided by the University in consultation with Madhya Pradesh Private Universities Regulatory Commission.

**STATUTE – 26****Endowment of Students' Awards**

- (1) The Board of Management may accept donations from any person, body, institution and NGO for the creation of an endowment for the award of fellowships, scholarships, studentships, exhibitions, bursaries, medals and other awards of a recurring character.
  - (2) Each endowment shall be secured by investment decided by the Board of Management in fixed deposits in a scheduled bank.
  - (3) The Board of Management shall be the administrator of all endowments.
  - (4) The award shall be made out of the income accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment.
  - (5) The Academic council shall prescribe the condition of award after consulting the donor and effect shall be given to his/her wishes as far as possible.
- In case of each endowment accepted by the Board of Management, the Board of Management shall make a regulation giving the name of donor, the name, initial value and purpose of the endowment.

**STATUTE – 27****Convocation**

- (1) A Convocation for the award of the Degrees, Diploma and other Distinction of the Vishwavidyalaya shall normally be held annually in the main campus of the Vishwavidyalaya or at such other place as may be approved by the Governing Body.
- (2) The Academic Council shall frame Regulation relating to the format of the Degree, absentia, duplicate degree and procedure for holding Convocation.
- (3) The Visitor and in his absence the Chancellor shall preside over the convocation function of the Vishwavidyalaya. In the absence of both, the Vice-Chancellor shall preside over the convocation function.

**STATUTE – 28****Admission of Students**

- (1) Admission process and intake to various programs shall be as approved by the Governing Body. The number of seats in each course shall be in conformity of relevant Regulatory Body such as AICTE, UGC, MCI, BCI, NCTE etc. and Govt. M.P.
- (2) As per the norms of the concerned statutory body of the State of Madhya Pradesh/ Central Government, the Vishwavidyalaya may conduct its own entrance test for all the programs, if necessary, or may utilize the list of results of such examination/ test conducted by various State/National/ Professional Bodies. The selection would be made on merit basis.
- (3) Policies and directives of Central/State/Regulatory Body regarding admission including regulation of reservation for SC/ST/OBC/ students below poverty line family, physically handicapped and other categories shall be applicable to the Vishwavidyalaya.

**STATUTE – 29****Annual Report and the Balance Sheet**

- (1) The Annual Report of the Vishwavidyalaya and the balance sheet along with Income and Expenditure accounts of the Vishwavidyalaya, duly audited by the Chartered Accountant appointed by the Vishwavidyalaya, and shall get the approval of the Finance Committee.
- (2) The Report shall be placed before the Governing Body for approval.
- (3) A copy of the Annual Report and the annual accounts prepared under Sub-section (1) shall be presented to the Visitor and to the M.P. State Vishwavidyalaya Regulatory Commission after its approval by the Governing Body.

**STATUTE – 30****Resignation**

Any resignation tendered by any employee shall be processed as per the Statutes/ Regulations prescribed for the purpose.

**STATUTE – 31****Action Against Teachers**

If there is an allegation of misconduct against a teacher, the Vice-Chancellor shall constitute a fact finding committee and if necessary based on the basis of fact finding committee recommendations, may institute an inquiry committee for the purpose.

- (1) Based on the inquiry committee report, the Vice-Chancellor may decide course of action including suspension depending on the gravity of misconduct. However, for taking actions to the extent of termination of the teacher concerned, the Vice Chancellor shall report the matter to Governing Body whose decision will be final.
- (2) Any person aggrieved by the action mentioned in clause(1) may prefer an appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order and the Chancellor may refer the case back to the Governing Body with his comments to review the case.

**STATUTE – 32****Action Against Non Teaching Employees**

- (1) Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding Committee and if necessary, based on the fact finding committee recommendations, may institute an inquiry committee for the purpose.
- (2) Based on the inquiry committee report, the Registrar may decide course of action including suspension depending on the severity of the misconduct. However, for taking action to the extent of termination of non-teaching employee concerned; the Registrar shall report the matter to the Vice Chancellor whose decision will be final.

An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order and the decision of Chancellor will be final.

**STATUTE – 33****Appointment of Examiners**

(1) In this Statute :

(i) "Internal Examiner" means:

(a) In Case of a theory paper, an examiner including a paper setter who is a teacher in a Vishwavidyalaya Teaching Department/ School of Studies/Department of the Vishwavidyalaya.

(b) In case of practical and viva-voice examination an examiner who is a teacher in the institution whose candidates are being examined at the examination center.

(ii) "External examiner" means an examiner other than "Internal examiner" from outside the Vishwavidyalaya.

(iii) "Co-examiner" means an examiner in a written paper other than the paper-setter.

(2) The office of the Registrar / Controller of examination shall prepare for every subject an institution wise list of names of persons qualified for appointment as examiners. The list shall be in two parts, the first part containing the names of persons working as teachers in the Vishwavidyalaya Teaching Departments/ School of studies / Department of the Vishwavidyalaya and the second part containing names of persons other than teachers of the Vishwavidyalaya qualified for appointment as examiners, whose names shall be obtained by the Registrar's office from other Vishwavidyalaya on its own initiative or under the direction of the Chairman of the Board of Studies concerned.

- (3) The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely :-
- (i) The academic qualification and teaching experience at degree and post graduate levels.
  - (ii) The field of specialization
  - (iii) The examination of the Vishwavidyalaya and years in which they have acted as examiners in the past.
- (4) The list so prepared shall be made available to the examination committee concerned constituted with names of persons appointed as examiners in the Vishwavidyalaya during two preceding years. The committee may add to the list the names and experience of persons qualified for appointments as examiners but not included therein.
- (5) The Registrar's / Controller of examination's office shall also give the Examination committee the approximate number of candidates expected to appear at each examination and the list of centers of each practical/Viva-Voice Examination together with estimated number of Candidates therein.
- (6) The Examination committee shall, in the light of the provision of the following paragraph, Recommend :-
- (i) A panel of three names for the appointment of the paper setter of each written paper.
  - (ii) A list of names of persons of appointment as co-examiners where necessary, the number of names included in the list being at least fifty percent in excess of the number to the appointment
  - (iii) A list of names of persons for appointment as examiner in each practical/Viva-voice examination, the number of names included in the list being sufficient for the conduct of Practical/Viva-Voice examination at different centers.

- (7) The Vice-Chancellor shall appoint paper setter, co-examiners, practical / Viva-Voice examiners ordinarily from amongst persons recommended by the examination committee. He may, however, appoint a person whose name is not included in list of names recommended by the Examination Committee, if he is satisfied that the person in question possesses the minimum required qualification.
- (8) The other terms and conditions for the appointment of examiners shall be as per decision of Board of Management on the recommendation of Board of Examination.
- (9) The qualification of the paper setter and Co-examiners shall be as per the norms laid down by the related regulatory bodies viz; UGC, MCI, DCI, BCI, NCI, PCI



**STATUTE – 34****The Proctorial Board**

- (1) There shall be a Proctorial Board to maintain the discipline amongst the students of the Vishwavidyalaya. It shall consist of the following members
  - (1) A Professor nominated by Vice-Chancellor
  - (2) The Chief Proctor (Convener)
  - (3) Dean Student Affairs
  - (4) All Proctor(s)
  - (5) All Wardens of the Hostels
  - (6) One of the two students nominated by the Vice-Chancellor from amongst the student members of the Board of Studies.
- (2) The Proctorial Board shall prepare a Code of Conduct to be followed by the students and shall place it before the Board of Management for its approval.
- (3) Any violation of the Code of conduct or breach of any rule or regulation of the Vishwavidyalaya by any students shall be records as indiscipline and shall make the student liable for disciplinary action against him/her.
- (4) The Chief Proctor and Proctors shall be appointed by the Vice Chancellor from amongst the teacher of the Vishwavidyalaya. The number of Proctors shall be determined by the Vice Chancellor depending upon the enrollment of the students in the Vishwavidyalaya.
- (5) The Chief Proctors so appointed by the Vice Chancellor for a period not exceeding three years.  
 Provided that Vice Chancellor may remove Chief Proctor or the Proctor before the completion of his/her tenure if he/she fails to discharge the duties well or if his/her activities are prejudicial to the interest of the Vishwavidyalaya.
- (6) The Power and duties of Chief Proctor.
  - (i) The Chief Proctor shall get a Proctorial form filled by students and keep it for the record in his/her office.
  - (ii) He/she will issue identity Card to each students under his/her seal and signature
  - (iii) He/she shall be authorized by the Vishwavidyalaya to issue rail and air travel concession orders to the bonafide students of the Vishwavidyalaya.
  - (iv) He/She will place all the matter brought to his/her notice before the proctorial Board on being approved by the Vice Chancellor.

**STATUTE – 35****Dean Student Welfare**

- (1) The first Dean Student Welfare affairs officer of the Vishwavidyalaya may be appointed by the Chancellor for a period of two years.
- (2) The subsequent Dean students' welfare shall be appointed for a term of three years by the Board of Management on the recommendation of Vice Chancellor.
- (3) The Dean student Affairs shall be a full time salaried officer.
- (4) The Qualification, salary and mode of appointment shall be prescribed by the Board of Management of the Vishwavidyalaya.
- (5) The Dean students' welfare affairs shall be governed by the service rules prescribed by the Vishwavidyalaya for the employees of the Vishwavidyalaya.
- (6) The Dean students' welfare affairs shall be advisor of the Vishwavidyalaya Student Association and the Head of the Information Bureau and Employment Bureau of the Vishwavidyalaya.
- (7) The Dean student welfare shall if required by the Board of Management and Academic Council be present at any meeting of the authority as directed from time to time.
- (8) Subject to the control of Vice Chancellor and Board of management, the Dean student welfare affairs shall, -
  - (i) Make arrangement to ensure suitable lodging and boarding facilities to the students, who desire to live in hostel.
  - (ii) Arrange for employment of student in accordance with plans approved by the Vice Chancellor and the Board of Management.
  - (iii) Assist the students in obtaining scholarship, by furnishing them the information in relation to these.
  - (iv) Communicate with the guardians of the students concerning the welfare of the students
  - (v) Perform such other duties as may be assigned to him for the time to time by the Vice Chancellor and the Board of Management.

**STATUTE – 36****Miscellaneous**

- (1) **Creation of new Department and abolition or restructuring of Existing Department :-**

On the receipt of proposal for creation of new Department/abolition / restructuring of existing department, the academic council will discuss & send its recommendation to Chancellor for approval. After the approval of proposal by the Chancellor the Vice Chancellor will issue the order & will implement accordingly.

- (2) **Alteration of the number of seats in different programs of Vishwavidyalaya :**

The number of seats in different courses of Vishwavidyalaya will be decided by academic Council & proposal shall be sent to Chancellor for its approval. The similar procedure will be followed for alteration of number of seats in different course. It would, however, be in conformity of the Regulatory body such as AICTE, NCTE etc.

- (3) **Creation of Post & procedure for its abolition :**

In the initial stage the Governing Body will propose the number of posts to be created as per statute. The Chancellor will approve the number of posts required for the establishment of Vishwavidyalaya as per statute. After creation of Board of Management, the proposal for creation of post or procedure for its abolition will be submitted to Board for its approval. After the approval of Board of Management, the proposal shall be sent to Chancellor for final approval.

## परिनियम

उच्च शिक्षा विभाग  
मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 10 जून 2016

क्र. आर-100-सीसी-2016-अड़तीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26 के अनुक्रम में मेडीकेप्स निजी विश्वविद्यालय, इन्दौर के प्रथम परिनियम क्र. 01 से 54 तक राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के प्रथम परिनियम प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम परिनियम क्र. 01 से 54 तक

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

ए. एस. यादव, उप सचिव.

### STATUTE – 1

#### Short Title, Commencement and the Jurisdiction

- (a) The "Statutes" means the Statutes of the **MEDI-CAPS UNIVERSITY** at Indore, Madhya Pradesh. Hereafter, the University means Medi-Caps University.
- (b) These Statutes shall come into force with effect from the date of the notification in the State Government Gazette.
- (c) These Statutes are prepared in the light of the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinium 2007 and the amendments thereafter. If there be any difference in the provisions of the Act, Statutes, Ordinances and Rules and Regulations, the provisions of the Act shall prevail.
- (d) Nothing in these Statutes shall debar the University from amending these Statutes and / or providing subsequent Statues according to the provision of Section 26 of the Act. The amended / subsequent statutes, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.

#### The Jurisdiction for Legal Matters

All matters pertaining to any act / law shall be the subject of the jurisdiction of Indore, Madhya Pradesh.

## STATUTE – 2

### Definitions

In these Statutes unless the context otherwise requires;

- (a) **'Act'** means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007", as amended from time to time;
- (b) All words and expressions used herein and defined in the Act and the Rules shall have the meaning respectively assigned to them in the Act and the Rules;
- (c) **'Academic Council'** means the Academic Council of Medi-Caps University;
- (d) **'Academic Year'** means a period of nearly twelve months, devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into "terms" as stipulated in the Ordinance;
- (e) **'Administrative Officer'** means an officer looking after the day-to-day administrative work of the Medi-Caps University;
- (f) **'Below Poverty Line family'** means a family whose income is below the poverty line as specified by the State or Central Government, from time to time;
- (g) **'Board'** means, the Board of Management of the Medi-Caps University;
- (h) **'Board of Studies'** Means the Board of Studies of the University departments / faculties;
- (i) **'Chancellor'** means Chancellor of Medi-Caps University;
- (j) **'Chief Finance and Accounts Officer'** means the Chief Finance and Accounts Officer of Medi-Caps University;
- (k) **'Convocation'** means the convocation of the University;
- (l) **'Course(s)'** means prescribed area(s) or course(s) of study or programme(s) and / or any other components(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University;
- (m) **'Dean of Faculty'** means the Chairperson of the Faculty;
- (n) **'Decided by the University / University may decide / Decision of the University'** means as decided by the Vice - ~~Chancellor~~ with the approval of the Chancellor;

- (o) **'Department'** means Department of Studies / School of Studies / Centre of Studies of Medi-Caps University;
- (p) **'Employee'** means any person working on the payroll of the University;
- (q) **'Endowment Fund'** means an investment fund set up by University / Individual / Group of persons / Body for the purpose of establishing the Chair, award of fellowships etc. as laid down in the respective Statutes / Ordinances / Regulations;
- (r) **'Faculty'** means the Faculty of the University headed by the Dean where course(s) of study of similar nature or programme(s) and / or any other component(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University;
- (s) **'Fee'** means the collection made by Medi-Caps University from the students by whatever means it may be called;
- (t) **'Governing Body'** means the Governing Body of the Medi-Caps University;
- (u) **'Higher Education'** means study of curriculum or course for knowledge beyond 10+2 level;
- (v) **'National Council of Assessment and Accreditation'** means an statutory bodies of autonomous institution of the University Grants Commission, situated at Bhopal;
- (w) **'Ordinances'** means Ordinance of Medi-Caps University;
- (x) **'Other Backward Classes'** means, the communities, castes and tribes notified by the State Government from time to time;
- (y) **'Pro-Vice - Chancellor'** means, Pro-Vice - Chancellor of Medi-Caps University listed in Statue No. - 35;
- (z) **'Qualification'** means Degree or Diploma or any other qualification awarded by Medi-Caps University;
- (aa) **'Registrar'** means the Registrar of Medi-Caps University as listed in Statute No.- 07;
- (bb) **'Regulatory Commission'** - means the Madhya Pradesh Private University Regulatory Commission established under the section 36 of the Madhya Pradesh Act, 2007;
- (cc) **'Regulatory Council'** - means the All India Council of Technical Education established under the All India Council of Technical Education Act, 1987 (52 of 1987), the Bar Council of India constituted under Section 4 of the Advocates Act, 1961 (25 of 1961), the Council of Architects established under

the Architects Act, 1972 (20 of 1972), the Medical Council of India constituted under the Medical Council Act, 1956 (2 of 1956), the Paramedical Council of Madhya Pradesh established under the Madhya Pradesh Sah Chikitsiy Parishad Act, 2000 (No. 1 of 2001) or the Pharmacy Council of India constituted under the Pharmacy Act, 1948 (8 of 1948), the Indian Nursing Council constituted under the Indian Nursing Council Act, 1947 (48 of 1947), the Central Council of the Indian Medicine constituted under the Indian Medicine Central Council Act, 1970 ( 48 of 1970), the Central Council of Homeopathy constituted under the Homeopathy Central Council Act 1973 (59 of 1973), the National Council of Teachers Education established under the National Council of Teachers Education Act, 1993 (3 of 1993), the Central Council for Research in Yoga and Naturopathy established as an autonomous body under the department of Ayush, Ministry of Health and Family Welfare, Government of India, the Indian Council of Agriculture Research established as a registered society under the Department of Agriculture, Research and Education, Ministry of Agriculture, Government of India or any other Central or State Government for laying down norms and conditions for ensuring standards of higher education from time to time as the case may be;

- (dd) **‘Regular Education’** means and includes delivering instruction, teaching, learning, education, and related activities directly by the teacher synchronously to students in the classes supported by teaching, learning and related activities on line from the campus to the regular students of the University;
- (ee) **‘Rules and Regulations’** means the Regulations framed by the Board of Management of the University for its Governance;
- (ff) **‘Scheme and Curriculum’** means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University;
- (gg) **‘Scheduled Caste’** means the Scheduled Castes notified under Article 341 of the Constitution of India;
- (hh) **‘Scheduled Tribes’** means the Scheduled Tribes notified under Article 342 of the Constitution of India;
- (ii) **‘School of Studies’** means an institution maintained by **Medi-Caps University** as a place of higher learning and research’ in the campus;
- (jj) **‘Sponsoring Body’** in relation to **Medi-Caps University** means **Medi-Caps Charitable Trust, Indore**, a Registered Public Trust under Madhya Pradesh Public Trust Act, 1951;
- (kk) **‘State Government’** shall mean, the Government of the State of Madhya Pradesh;
- (ll) **‘Teacher’** means, teaching staff of the University as defined by the UGC;

- (mm) **'The Act'** means, the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan ) Act , 2007 (Madhya Pradesh Act 17 of 2007) and as amended time to time;
- (nn) **'The University'** means a University established or incorporated by or under State Act;
- (oo) The terms **'he'**, **'him'** and **'his'** include the feminine gender also;
- (pp) **'UGC'** means **University Grants Commission**, a statutory body of the Government of India through an Act of Parliament for the coordination, determination and maintenance of standards of university education in India, established in November 1956;
- (qq) **'Vice - Chancellor'** means the Vice - Chancellor of Medi-Caps University;
- (rr) **'Visitor'** as prescribed in the Act 2007, means the Visitor of Medi-Caps University, i.e. His Excellency, the Governor of the State of Madhya Pradesh;
- (ss) Words and expressions used but not defined in the Statutes shall have the meaning assigned to them in the Act.

### STATUTE – 3

#### Seal of the University

- (a) The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University, subject to further change or amendment as deemed necessary from time to time.
- (b) The University shall have the right to adopt its Flag, Anthem, Emblem, Insignia, Vehicle Flag and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time, provided these are not prohibited by the State or the Central Government.



**STATUTE – 4****The Objectives of the University**

The University shall have the following objectives in addition to those described in Section 3 of the Act:

- (a) To provide excellent teaching, training and instructions in the perspective of Higher Education and make necessary provisions for advancements, research and dissemination of knowledge.
- (b) To create highest degree of intellectuals that contributes to development through their skills and abilities.
- (c) To establish State of the Art facilities for high quality education and training.
- (d) To develop advanced and holistic environment for teaching and research.
- (e) To develop programmes that offers continuing education for the inmate students, faculty, working professional and community at large.
- (f) To establish Schools of Excellence and modern research centers in some selected new and emerging disciplines. To become a Centre of Excellence for higher education, research, consultancy and provide sharing of knowledge and applications.
- (g) To establish a pro-active and dynamic governing structure incorporating the best practices of the excellent Universities of the world and also the norms suggested by UGC / AICTE / State and Central Government and similar organization.
- (h) To impart education at diploma, graduate, post graduate and doctoral levels along with excellent certification and academic distinctions in the University.
- (i) To comply with regulations, acts and recommendations made by various authorities including that of State and Central Governments.
- (j) To provide opportunities in placement and entrepreneurial schemes proposed by other institutions, government sections and industries.
- (k) To collaborate with renowned Indian and Foreign Universities and facilitate exchange programmes.

**STATUTE – 5****Appointment, Terms and Conditions and Powers of the Chancellor**

The Chancellor shall be the Head of the University and by virtue of his office, shall be the Chairperson of the Governing Body. In the absence of the Visitor, the Chancellor shall preside over the convocation of the University for Conferring Degrees, Diplomas and other Academic Distinctions.

**(a) Appointment of the Chancellor**

In accordance with the Act of the Private Universities, the Chancellor shall be appointed by the Sponsoring Body with the approval of the Visitor.

The name of the proposed Chancellor shall be finalized in the meeting of the Sponsoring Body of the University by simple majority. Further, the finalized name along with the copy of resolution and the credentials of the proposed Chancellor shall be submitted to the Government of Madhya Pradesh, for the approval of the Visitor. Once the approval of the Visitor is received, the Sponsoring Body will appoint the Chancellor of the University.

**(b) The Tenure**

- (i) The Chancellor shall hold the office for a period of five years and shall be eligible for re-appointment with the approval of the Visitor by following the procedures as laid down above under clause (a) of this statute.
- (ii) In case of an emergency like illness, absence or death of the Chancellor, the Vice - Chancellor shall perform the duties of the Chancellor until the present or newly appointed Chancellor resumes his office. However, all the efforts should be made that this period may not exceed six months.

**(c) The Powers and Functions**

The Chancellor shall be the Head of the University and by virtue of his office shall be the Chairperson of the Governing Body and shall exercise powers as specified in Section 16 of the Act. Some of the important powers and functions are mentioned below:

- (i) It shall be the duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
- (ii) To appoint and remove the Vice - Chancellor.
- (iii) To call for any information or record.
- (iv) Such other powers as may be conferred by the Statutes.

**(d) The Resignation / Removal**

- (i) The Chancellor may submit his / her resignation to the Visitor in writing through the Sponsoring Body.

- (ii) In a meeting called for the purpose, the Sponsoring Body may consider a "No Confidence Motion" against the Chancellor and if passed by two third majority shall recommend to the Visitor for the removal of the Chancellor.
- (iii) In both the above cases, the Sponsoring Body shall recommend to the Visitor, a new name for the office of the Chancellor as per clause (a) of this statute.

#### STATUTE - 6

##### Appointment, Terms and Conditions and Powers of the Vice - Chancellor

The Vice - Chancellor shall be the Principal Executive and Academic Officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.

##### (a) Appointment of the Vice - Chancellor

- (i) The Vice - Chancellor shall be appointed by the Chancellor from the panel of at least three eminent persons (written in the alphabetical order) recommended by the Selection Committee constituted under Section 17 of the Act. The selected person should fulfil the norms as prescribed by the UGC from time to time.
- (ii) The Selection Committee, while preparing a panel shall give due considerations to the academic excellence, exposure to higher education system in the Country and abroad, and adequate experience in academic and administrative governance of the candidates.
- (iii) The Selection Committee shall be constituted by the Chancellor as per Section 17 (2) of the Act and accordingly following shall be the members:
  - i. Two eminent academicians nominated by the Sponsoring Body
  - ii. One eminent person nominated by the State Government
  - iii. The Chancellor shall appoint one of the members of the Selection Committee as Chairman.
- (iv) The Selection Committee shall submit a panel of at least three eminent persons for the appointment of the Vice - Chancellor.
- (v) If the Chancellor does not approve the recommendations of the Selection Committee, the Selection Committee shall be requested for fresh recommendations.

Notwithstanding anything contained in the foregoing sub sections, the Chancellor may appoint the first Vice - Chancellor for a period of two years to conduct the affairs of the newly established University; Provided that the appointed person fulfills the eligibility criterion as prescribed by the UGC.

##### (b) The Tenure

The tenure of the founder Vice - Chancellor shall be of Two (2) years and that of the subsequent Vice - Chancellors shall be of Four (4) years as defined in the Section 17(6) of the Act. However, the Vice - Chancellor may continue to hold office for a period of additional six months or a new Vice - Chancellor joins, whichever is earlier.

Under unavoidable circumstances, if the post of the Vice - Chancellor falls vacant, the Chancellor shall appoint the Vice - Chancellor for an interim period of maximum six months and he shall exercise all the powers vested with the Vice - Chancellor. During this period, the new Vice - Chancellor shall be appointed, adopting the procedure as laid down above.

The conditions of services and age of retirement of the Vice-Chancellor shall be as prescribed in the Acts and in conformity with the Regulations of the UGC. Provided that, he shall not hold the office after attaining the age of 70 years.

(c) The Powers and Functions of the Vice - Chancellor

The Vice - Chancellor shall be the ex-officio Chairman of the Board of Management, the Academic Council, the Planning Board, the Board of Affiliation and the Finance Committee. It shall be the duty of the Vice - Chancellor to administer the University according to the Act, the Statutes, the Ordinances and the Regulations, for which following powers are vested with him to perform various functions.

- (i) Shall preside over the convocation of the University in the absence of the Visitor and the Chancellor.
- (ii) Shall chair the meetings of the Governing Body, in the absence of the Chancellor.
- (iii) May be present at, and address, any meeting of any other authority or any other body of the University but shall not be entitled to vote there at unless he is a member of such authority or body.
- (iv) If in the opinion of the Vice - Chancellor, the decision of any authority of the University is not in conformity with the powers conferred by the Act, Statutes, Ordinances or Regulations made thereunder or is likely to be prejudicial to the interests of the University, he shall request the concerned authority to revise such decisions wholly or partly or fails to take any decision within fifteen days, then such matters shall be decided by the Chancellor.
- (v) If in the opinion of the Vice - Chancellor it is necessary to take immediate action on any matter for which the powers are conferred on any other authority by or under the Act, he may take such action as he deems necessary, and shall at earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter.

**Provided** that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice - Chancellor, then case shall be referred to the Chancellor, whose decision thereon shall be final.

**Provided** further that where any such action taken by the Vice - Chancellor affect any person in the service of the University, such

person shall be entitled to prefer, within three months from the date on which such action communicated to him, an appeal to the Governing Body and the decision of the Governing Body shall be communicated to the person concerned within three months from the date of the appeal.

### STATUTE – 7

#### Appointment, Functions, Duties and Powers of the Registrar

The Registrar shall be the Chief Administrator of the University and shall carry out the orders / instructions given by the Vice - Chancellor and administer the University as per rules and regulations.

##### (a) Selection and Appointment of the Registrar

The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause 18(1) of the Act. Subsequent Registrars shall be appointed by the Governing Body on the recommendation of the Expert Committee, consisting of the following:

- (i) The Vice - Chancellor – Chairperson;
- (ii) Nominee of the Chancellor;
- (iii) Two expert members approved by the Board of Management and
- (iv) Senior most Dean of the Faculty.

The University shall follow the following procedure for the selection of the Registrar:

- (i) Shall invite applications in the prescribed form, for the post through the process of an advertisement which includes the web portal of the University.
- (ii) A summary of the candidates applied for the post shall be prepared by the office of the Vice - Chancellor or by the person(s) deputed by him.
- (iii) The date of meeting of the Selection Committee shall be fixed and a notice to this effect will be given to the short listed candidates, at least seven days in advance.
- (iv) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Board of Management. However, the appointment shall be made after getting the approval of the Governing Body / the Chancellor.
- (v) The Registrar shall receive pay and other allowances as decided by the Board of Management. The age of retirement of the Registrar shall be sixty five (65) years or otherwise as decided by the Governing Body.
- (vi) If a suitable candidate is not found in the first advertisement, subsequent advertisements shall be issued.

(b) The Resignation / Removal

- (i) When the office of the Registrar falls vacant on account of one reason or the other such as long illness or long absence or resignation, the Vice - Chancellor may appoint an officiating Registrar after taking the approval from the Chancellor.
- (ii) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice - Chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Registrar. Before taking such action, the Registrar shall be given an opportunity of being heard. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.

(c) Functions and Duties of the Registrar shall include the following:

- (i) All documents such as records etc. shall be authenticated by the Registrar on behalf of the University. Further, all contracts will also be signed by him.
- (ii) The Registrar will be responsible for answering in the Court of Laws in legal proceedings against the University or any of its Officers which relates to discharge of official duties in the University.
- (iii) Maintaining the records, the common property and any such other property of the University as the Governing Body may decide.
- (iv) To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other such bodies / committees. The Registrar shall be the Member - Secretary in all such bodies / committees but shall not have the right to vote.
- (v) The Registrar shall convene the meetings of the all the University Authorities by informing venue, date and time of the meeting to the members and related persons as directed by the Vice - Chancellor and make necessary arrangements for the same. Further, it shall be the duty of the Registrar to circulate the minutes of the previous meeting and to communicate the agenda of the proposed meeting, well in advance.
- (vi) Registrar shall send the copy to the Chancellor of each agenda of the meetings of the authorities of the University as soon as it is issued and the minutes of such meetings.
- (vii) The Registrar shall have the powers to take action against non-teaching employees. However, if the act is of gross indiscipline or otherwise misconduct, the departmental enquiry may be constituted and if the serious action is warranted, the matter must be reported to the Board of Management in writing along with the charges labelled and detailed

proceedings and findings of the Enquiry Officer.

- (viii) The Board of Management / the Vice - Chancellor may authorize the Registrar to participate in some other committees either as a Chairman or member. He will be required to keep the minutes of such meetings.

### STATUTE – 8

#### **Appointment, Functions, Duties and Powers of the Chief Finance and Accounts Officer**

The University shall appoint a Chief Finance and Accounts Officer (CFAO) to manage its finances. The Board of Management shall constitute a Selection Committee for the appointment of the Chief Finance and Accounts Officer (CFAO).

##### **(a) Selection and Appointment of the CFAO**

The Chief Finance and Accounts Officer shall be appointed by the Chancellor on recommendation of the Selection Committee constituted for this purpose and approved by the Board of Management. The CFAO shall be the whole-time salaried officer of the University and work under the control of the Vice - Chancellor.

The Selection Committee to select the CFAO shall consists of following:

- (i) The Vice - Chancellor – Chairman;
- (ii) Nominee of the Chancellor;
- (iii) Two expert member approved by the Governing Body and
- (iv) The Registrar.

The University shall follow the following procedure for the selection of the CFAO.

- (i) The University shall invite applications for the post through the process of an advertisement with wider publicity and through Web portal of the University.
- (ii) A summary of the candidates applied for the post shall be prepared by the office of the Vice - Chancellor or by the person(s) deputed by him.
- (iii) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given to the short listed candidates at least seven (7) days in advance.
- (iv) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Board of Management.
- (v) If a suitable candidate is not found in the first advertisement, subsequent applications shall be invited through the process as written above.

- (vi) The CFAO shall receive pay and other allowances as decided by the Board of Management. The age of retirement of the CFAO shall be sixty five (65) years or otherwise as decided by the Governing Body.
- (b) The Resignation / Removal of the CFAO
  - (i) When the CFAO is unable to perform his duties on account of resignation or long illness or long wilful absence or due to any other reason, the Chancellor shall appoint the officiating CFAO to carry out the duties.
  - (ii) If at any time, upon the representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice - Chancellor may request the Chancellor, in writing stating the reasons therein for the removal of the CFAO with substantial documentary evidences.
  - (iii) The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice - Chancellor.
- (c) Functions and Duties of CFAO

The functions and duties of the CFAO shall include the following:

- (i) To exercise general supervision over the funds of the University and advice about the financial policies. Further, shall be responsible to get the accounts audited regularly.
- (ii) To perform such other financial functions as may be assigned to him by the Board of Management or as may be prescribed by the Statutes or the Ordinances.
- (iii) Subject to the control of the Vice - Chancellor and the Board of Management, the CFAO shall hold and manage the properties and investments of the University, including that of Trust and immovable properties, for fulfilling the objectives of the University
- (iv) To see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and the money is expended or spent for the purposes for which it was granted or allotted.
- (v) To be responsible for the preparation of the annual accounts and the budget of the University and their presentation to the Board of Management after due approved by the Finance Committee.
- (vi) To keep a constant watch on the cash and bank balances and investments.



- (vii) To watch the progress of collection of revenue and advice on the methods of collection applied.
- (viii) To ensure that the registers of properties of the University are maintained properly and that stock checking is conducted of the equipment and other material in the offices, laboratories and University Departments / Institutions.
- (ix) To bring to the notice of the Vice - Chancellor any unauthorized expenditure or any other financial irregularity and suggest appropriate action against person at fault.
- (x) To call from any office of the University, including colleges and institutions maintained by the University, any information or report that he may consider necessary for the performance of his functions.
- (xi) Any receipt given by the CFAO or by the person or persons on his behalf, duly authorized by the Board of Management shall be the sufficient proof for the collection of money by the University.

**STATUTE – 9****The Governing Body**

The Governing Body shall be the supreme authority of the University, and shall have the power to review the actions of the Board of Management and Academic Council, and shall exercise all the powers of the University not otherwise provided in the Act, the Statutes, and the Ordinances. It is the highest policy making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfills its objectives.

**(a) Constitution**

The Governing Body of the Medi-Caps University shall consist of the following members, namely:

- (i) The Chancellor an ex – officio Chairperson;
- (ii) The Vice - Chancellor;
- (iii) Three eminent persons nominated by the Sponsoring Body out of whom at least one shall be an eminent educationist;
- (iv) Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
- (v) One representative of the State Government not below the rank of Deputy Secretary; and
- (vi) The Registrar - Member Secretary.

The Registrar shall not take part in discussions and shall not participate in voting if required.

**(b) Tenure**

The term of a nominated member of the Governing Body shall be of three (3) years and shall not hold the office for more than two consecutive terms.

**(c) Powers and Functions**

The Governing Body shall be the supreme authority of the University and shall have full powers with regard to all movable and immovable properties of the University. Besides above, it shall have the following powers:

- (i) To control functioning of the University by using all such powers as are provided by the Act, the Statutes, the Ordinances and the Regulations made thereunder.
- (ii) To review the decision of other authorities of the University in case they are not in conformity with the provisions of the Act, the Statutes, the Ordinances and the Regulations made thereunder.

- (iii) To approve the budget and annual report of the University.
- (iv) To lay down the policies to be followed by the University;
- (v) To recommend to the Sponsoring Body the liquidation of the University, provided a situation arises when the functioning of the University is not possible;
- (vi) Shall direct, supervise and control the 'endowment fund' and also general fund account and get them audited through CFAO, as per the Act.
- (vii) Shall be the final authority to approve the recommendation of the Board for conferment of honorary degree and other distinctions and awards.
- (viii) Shall frame rules/regulations for the conduct of its business.
- (ix) Such other powers as may be prescribed by the Statutes, as per the provision of the Act 2007 amended from time to time.

(d) Meetings and Quorum

- (i) A meeting of the Governing Body shall ordinarily be called three times in a calendar year.
- (ii) Meeting of the Governing Body shall be called under the directions of the Chancellor and in his absence by the Vice - Chancellor.
- (iii) The Chancellor may, on his own or on the advice of the Sponsoring Body, call a Special Meeting as and when required in the interest of the University.
- (iv) At least seven (7) days clear notice shall be served to the members to conduct meetings. However, during emergency this period may be reduced by the Chairperson.
- (v) Five (5) members of the Governing Body shall form the Quorum. However, for the adjourned meeting three (3) members will form the quorum.

(e) Vacancies

- (i) Any member of the Governing Body may resign his office. The letter of resignation in writing shall be sent to the Chairperson. Such resignation shall take effect immediately on its acceptance and shall be communicated to the concerned member.

- (ii) Any member of the Governing Body, who has been nominated to other body, shall not continue to be a member of that body after his removal or the acceptance of his resignation.
- (iii) A member of the Governing Body of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- (iv) Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body and the member so nominated shall be a member for the un-expired portion of the term.

## STATUTE – 10

### The Board of Management

#### (a) Constitution

There shall be a Board of Management of the University, duly constituted under Section 23(1) of the Act. It shall consist of the following:

- (i) The Vice - Chancellor - Chairperson;
- (ii) Two representatives nominated by the Sponsoring Body;
- (iii) Two representatives nominated by the State Government;
- (iv) Two senior most Professors of the University by rotation;
- (v) Two senior most Teachers of the University other than Professors as mentioned above in clause (iv), by rotation;
- (vi) Registrar - Member Secretary.

The Registrar shall not take part in discussions and shall not participate in voting if required.

#### (b) Tenure

- (i) The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.
- (ii) The Chairperson of the Board of Management, whose decision in the matter shall be the final, shall decide any dispute or question with regard to membership or tenure of a member.
- (iii) The Vice - Chancellor and the Registrar shall be the ex-officio Chairperson and Member Secretary of the Board of Management, respectively.

#### (c) Vacancies

- (i) Any Member of the Board of Management may resign from his office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall take effect immediately on its acceptance and communicated to the member concerned.
- (ii) Any member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall not continue to be a member of that Body or hold the post after the acceptance of his resignation.
- (iii) A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.

- (iv) Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the un-expired portion of the term.

(d) Meetings and Quorum

- (i) The Board of Management shall meet at least once in every two months. The Vice - Chancellor may, in case of urgency, convene a special Meeting.
- (ii) The meeting shall be convened under the direction of the Vice - Chancellor.
- (iii) Five members shall constitute the quorum.

(e) Powers and Functions of the Board of Management

The Board of Management shall be the Principal Executive Body of the University and have all the powers to manage and administer the University inclusive of the management of properties and revenues as per the Statutes and Ordinances. Further, it shall exercise all the powers of the University not otherwise provided by the Act, Statutes, Ordinances or the Regulations for the fulfilment of the objectives of the University.

In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Act.

In addition to the aforesaid powers vested in it by and under the Statutes, have the following additional powers:

- (i) To create teaching and other academic posts and to define the functions and conditions of service of the Professors, Associate Professors, Assistant Professors, other teachers and the academic staff employed by the University after taking into consideration the recommendations of the Academic Council.
- (ii) To prescribe qualifications and other conditions of eligibility for teachers and other academic staff after taking into account the recommendations of the Academic Council.
- (iii) To make appointments of Professors, Associate Professors, Assistant Professors, other teachers and such academic staff as may be necessary, on the recommendations of the Selection Committees constituted for the purpose.
- (iv) To specify the manner and appoint academic staff against the temporary vacancies.

- (v) To follow and monitor the budget for expenditure as approved by the Governing Body.
- (vi) To consider the appointment of the Visiting Professors, Artists and Writers and determine the terms and conditions of such appointments.
- (vii) To manage and regulate the finances, accounts, investments and properties of the University and all other affairs of the University and to appoint such consultants as may be considered fit by it.
- (viii) To invest any money belonging to the University in such stocks, funds, shares or securities as it thinks fit or in the purchase of immovable property in India with the like power of varying such investment from time to time. However, no action under this clause shall be taken without consulting the Finance Committee. Further, no such investment shall be done without the approval of the Sponsoring Body.
- (ix) To create administrative, ministerial and other necessary posts after taking into account the recommendations of the Finance Committee and to specify the manner of appointment thereof.
- (x) To regulate and enforce discipline amongst the employees in accordance with the Statutes and the Ordinances / Regulations.
- (xi) To make recommendations to the Governing Body to transfer or accept transfers of any immovable or movable property of the University.
- (xii) To entertain, adjudicate upon or redress the grievances of the employees and the students of the University who may, for any reason, feel aggrieved.
- (xiii) To consider the recommendations made by the Finance Committee about the remuneration to be paid to examiners and invigilators and to decide the same.
- (xiv) To delegate any of its powers to the Vice - Chancellor, and on the recommendations of the Vice - Chancellor to the Pro Vice - Chancellor, the Registrar, the CFAO or any other Officer, employee or authority of the University or to a Committee appointed by it.
- (xv) To institute and award fellowships, scholarships, studentships etc.
- (xvi) To consider the recommendations of the Academic Council regarding the improvement in teaching, research and development and enhancement in the facilities such as laboratories and equipment thereof, library and other facilities.
- (xvii) To exercise the power to create or designate Departments of the University or affiliated colleges or institutions as laid down by the Statutes/Organisations.

- (xviii) To consider the annual Internal Quality Assurance Cell (IQAC) report of all the University Departments, Centres and Cells and forwarding the same to the NAAC as per UGC guidelines..
- (xix) The Board of Management shall be the appellate authority in case of any question or dispute between a student or an employee on the one hand and any Authority or Officer of the University / Faculty / Study Centre on the other hand.

#### STATUTE – 11

#### The Academic Council

The Academic Council shall be the statutory body of the University on all academic matters.

It shall have the control and general supervision and be responsible for the maintenance of standards of instructions, research, education and examination within the University.

It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes and Ordinances and shall have the right to advise the Board of Management on all academic matters.

##### (a) Constitution

The Vice - Chancellor shall be the Chairperson of the Academic Council. The council shall consist of the following members, namely:

- (i) The Vice – Chancellor - Chairperson;
- (ii) Deans of the Faculties;
- (iii) Professors of the University Departments and the Associate Professors, if holding charge of the Head of the Departments and Institutions admitted to the privileges of the University. Provided that where there is no Professor or Associate Professor in the department, the teacher who acts as the Head of the Department shall be a member of the Academic Council; and
- (iv) Two experts, co-opted by the Academic Council who possess special attainments in particular fields of study and are not employees of the University.

##### (b) Tenure

The members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.

##### (c) Meetings and Quorum

- (i) As a routine, the Academic Council shall normally meet twice a year on the dates as fixed by the Vice - Chancellor.

However, the Vice - Chancellor may call a special meeting of the Academic Council, if required. The Registrar, shall, under the direction of the Vice - Chancellor, give not less than twenty days clear notice for a routine meeting and seven days for a special meeting.



- (ii) The agenda and proceedings of each meeting of the Academic Council shall be prepared by the Registrar and shall be approved by the Chairman.
- (iii) The Registrar shall send by electronic media or post, a copy of the proceedings of that meeting so signed by the Chairperson, to each member of the Academic Council, the Governing Body, the Board of Management, the Finance Committee, the Dean of the Faculties and the Board of Studies within six weeks after a meeting.
- (iv) A copy of the minutes shall be submitted to the Chancellor also.
- (v) Approval of the resolutions shall be by simple majority of the Members present.
- (vi) One third members of the Academic Council shall form the quorum for a meeting.

**(d) Powers and Functions of the Academic Council**

Subject to the relevant provisions of the Act, the Statutes and the Ordinances, the Academic Council shall, in addition have the following powers:

- (i) To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, evaluation, research and improvement in academic standards.
- (ii) To consider matters of general academic interest either on its own initiative or on a reference from the Planning and Development Board or a Faculty of Studies or the Board of Management and to take appropriate action thereon.
- (iii) To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the University, including discipline, admissions, award of fellowships and studentships, fee and other academic requirements.
- (iv) To take measures for Quality Education and Accreditation of the University.
- (v) To make recommendations to the Governing Body for the conferment of degrees, honorary degrees or any such other distinctions or honour of the University.
- (vi) To approve the new courses of studies.
- (vii) To approve the Regulations for the methodology, schemes, and modalities of University Examinations and allotment of marks / credits for individual subjects in all the courses.

- (viii) To take up the matters for periodical review of functioning and co-ordination between all the constituent Institutions and/departments and recommend to the Board of Management, the ways and means of improvement.
  - (ix) To consider other academic or student welfare matters referred to it.
  - (x) Shall ensure that while framing rules, syllabus and curriculum norms of the Regulatory Councils from time to time, are adhered to.
- (e) Academic Council shall, in addition to all other powers vested in Council, have the powers to make recommendations to the Board of Management keeping in view the guidelines of National Regulatory Bodies such as UGC, AICTE etc. with regard to the creation or abolition of teaching post in the University.

In addition to above, the Council shall recommend to the Board of Management the following:

- (i) The classification of the posts according to the requirements and their duties attached thereto;
- (ii) Laying down qualifications and specializations for the recruitment of teachers in any subject and the emoluments to be paid to them;
- (iii) To formulate and modify or revise the schemes for the organization of Faculties and to assign to such Faculties their respective subjects and also to report to the Governing Body as to the expediency of the abolition or sub-division of any Faculty or the combination / merger of one Faculty with another.
- (iv) To recommend the creation of New Departments, Cells and Centers.

**STATUTE – 12****The Finance Committee**

The Finance Committee shall be one of the statutory bodies of the University to deal with all the financial matters. It shall have the control and general supervision and be responsible for the management of finances such as income, expenditure, budgets, auditing etc. of the University. It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes, Ordinances and regulations and shall have the right to advise the Board of Management on all financial matters.

**(a) Constitution**

The Finance Committee shall consist of the following:

- (i) The Vice - Chancellor – the Chairperson;
- (ii) The Registrar;
- (iii) One person to be nominated by the Board of Management from its members other than an employee of the University;
- (iv) Two persons to be nominated by the Chancellor;
- (v) The Chief Finance and Accounts Officer – Member Secretary.

**(b) Tenure**

The tenure of the nominated members shall be three (3) years from the date of notification.

**(c) Meetings and Quorum**

- (i) Three members other than the Vice - Chancellor of the Finance Committee shall form a quorum for a meeting of the Committee.
- (ii) The Finance Committee shall meet at least twice a year to present the budget, examine the accounts and scrutinize the expenditure statement prepared by the CFAO.

**(d) Powers and Functions**

The Finance Committee shall perform the following functions namely:

- (i) All proposals relating to revision of grades, up-gradation of the pay-scales and those items which are not included in the budget, shall be examined by the Finance Committee before they are considered by the Board of Management.

- (ii) The annual accounts and the financial estimates of the University prepared by the CFAO shall be presented to the Finance Committee for approval and thereafter submitted to the Board of Management.
- (iii) The Finance Committee shall fix the limits for the total recurring and non-recurring expenditure for the year, based on income and resources of the University, and no expenditure shall be incurred by the University in excess of the limits so fixed, without the approval of the Finance Committee.
- (iv) To conduct a scrutiny of accounts of the University, whenever called upon by the Board of Management.
- (v) To review the concurrent and the yearly Audit Reports and make recommendations thereupon.
- (vi) To approve the Regulations for the policies and guidelines for purchase / procurements in the University.
- (vii) In case of urgency, any expenditure in excess or absence of the budget provisions incurred by the Vice - Chancellor with the approval of the Chancellor for the reasons to be recorded in writing, should be reported in the next meeting of the Finance Committee.
- (viii) Where the votes on any subject considered by the Finance committee are equally divided, the Vice - Chancellor shall have the casting vote.

**STATUTE – 13****Standing Committee**

The Academic Council may constitute Standing Committee to look after the routine matters of academic nature on its behalf. The committee shall have the following constitution.

**(a) Constitution**

- (i) The Vice - Chancellor – Chairperson;
- (ii) Four Deans from different Faculty of Studies nominated by the Academic Council; and
- (iii) The Registrar - Member Secretary.

**(b) Tenure**

The nominated members of the Standing Committee of Academic Council shall hold office for a period of two years or the remaining term of his Deanship, whichever is earlier.

**(c) Powers and Functions**

Standing Committee shall consider all those matters which have been assigned to it by the Academic Council. Further, the Vice - Chancellor may call the meeting of the Standing Committee to decide some of the urgent academic matters and report them to the Academic Council for ratification.

**STATUTE – 14****Examination Committee**

There shall be an Examination Committee for each department. This Committee shall consist of following:

- (i) The Vice - Chancellor – Chairperson;
- (ii) Dean of the Faculty concerned;
- (iii) The Head of the Department – Convener; and
- (iv) Two senior most teachers of the Department to be appointed by rotation.

**STATUTE – 15****Faculty of Studies**

(a) The University shall consist of following Faculty:

- (i) Architecture and Planning
- (ii) Arts, Humanities and Social Sciences
- (iii) Commerce
- (iv) Education and Physical Education
- (v) Engineering
- (vi) Home Science
- (vii) Law
- (viii) Management Studies
- (ix) Pharmacy
- (x) Science

Two or more faculty may be grouped together to make one Faculty and / or new faculty may be as constituted according to the need.

(b) Departments of Studies

Following shall be the Departments of studies assigned to each Faculty imparting graduate, post graduate and Ph.D. programmes as decided by the Academic Council:

- (i) Faculty of Architecture and Planning:
  - i. Department of Architecture and Planning
- (ii) Faculty of Arts, Humanities and Social Sciences:
  - i. Department of Arts and Fine Arts
  - ii. Department of Economics and Social Sciences
  - iii. Department of Languages
- (iii) Faculty of Commerce:
  - i. Department of Commerce
- (iv) Faculty of Education and Physical Education:
  - i. Department of Education
  - ii. Department of Physical Education
- (v) Faculty of Engineering:
  - i. Department of Agricultural Engineering
  - ii. Department of Biotechnology
  - iii. Department of Civil Engineering
  - iv. Department of Computer Applications

- v. Department of Computer Science and Engineering
  - vi. Department of Electrical Engineering
  - vii. Department of Electronics Engineering
  - viii. Department of Information Technology
  - ix. Department of Mechanical Engineering
- (vi) Faculty of Home Science
- i. Department of Home Science
- (vii) Faculty of Law:
- i. Department of Law
- (viii) Faculty of Management Studies:
- i. Department of Management Studies
- (ix) Faculty of Pharmacy:
- ii. Department of Pharmacy
- (x) Faculty of Science:
- i. Department of Chemistry
  - ii. Department of Computer Science
  - iii. Department of Electronics
  - iv. Department of Mathematics
  - v. Department of Physics

Some of the Departments may not offer some of the programmes. Further, new Departments may be established after the approval of the Academic Council, and other relevant bodies of the University. The Departments may offer any other Programme after the due approval of the Academic Council.

The curriculum of the programme, minimum teaching hours, examination, evaluation schemes, passing marks and award of divisions etc. shall be decided by the various competitive bodies of the University including that of Academic Council.

**STATUTE – 16****Dean of the Faculty**

The Dean shall be the Head of a Faculty of Studies.

- (a) The Dean shall be appointed by the Vice - Chancellor in order of seniority amongst the Professors of the various Departments of the Faculty. The tenure of the Dean shall be for a period of three years up to the date of superannuation, whichever is earlier. However, he may be considered for reappointment but shall not serve more than six (6) years in continuation.
- (b) If at any time, there is no Professor in the department, the Vice - Chancellor may appoint Associate Professor / Assistant Professor as Dean for the period of absence of the Professor.
- (c) The Dean shall be the Head of the Faculty of Studies and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty.
- (d) The Dean shall have the right to be present and to speak in any meeting of the Departmental Council(s), but shall not have the right to vote unless he is a member thereof.
- (e) The Dean shall perform such other functions as may be prescribed by the Ordinances.

**STATUTE – 17****Constitution of Faculty**

The Faculty shall be the principal coordinating and administrative body amongst the departments of the Faculty and shall be constituted for each Faculty separately.

- (a) Each Faculty shall consist of the following members, namely:
  - (i) The Dean of the Faculty who shall be the Chairperson;
  - (ii) The nominee of the Vice – Chancellor;
  - (iii) All Heads of the departments constituting the faculty;
  - (iv) All the Professors and the Associate Professors of the Departments assigned to the Faculty and the departments teaching in that faculty;
  - (v) Two experts, co-opted by the Faculty who possess special attainments in particular fields of study and are not teachers of the University since last three years.
- (b) The members of the Faculty, other than the ex-officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.
- (c) Powers and functions are laid down in Statute 18.



**STATUTE – 18****Powers and Functions of the Faculty**

- (a) The Faculty shall consider and approve such administrative matters which are common amongst constituent departments of the Faculty of Studies.
- (b) The Faculty shall have such powers and shall perform such duties as given in the Ordinances / Regulations.
- (c) The functions of the Faculty shall be as follows:
  - (i) Subject to the control of the Academic Council, to organize teaching and research work in the department of studies assigned to the Faculty.
  - (ii) To recommend to the Academic Council, the conditions for the award of degrees, diplomas and other academic distinctions.
  - (iii) To coordinate work in subjects assigned to the Faculty.
  - (iv) To secure coordination in research, whenever applicable.
  - (v) The Faculty shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.
- (d) The Dean may call a joint meeting of the Board of Studies and Faculty to resolve the matter of academic and administrative nature.

## STATUTE – 19

## Board of Studies

The Board of Studies shall be the principal academic body of the Faculty and therefore, shall be constituted for each Faculty. It shall be a statutory body of the Faculty and shall consider all the academic matters of the Faculty and make the appropriate recommendations to the Academic Council for its considerations and approval. Further, it shall have the control and general supervision and be responsible for the maintenance of academic standards inclusive of examinations in the departments of the concerned faculty.

## (a) Formation of the Board of Studies

The Dean of the Faculty shall be the Chairperson of the Board of Studies and shall have the following as members, namely:

- (i) All the Heads of the teaching departments which constitute the Faculty;
- (ii) All the Professors and the Associate Professors assigned to the Faculty;
- (iii) One Professor from other Faculty as a nominee of the Vice – Chancellor;
- (iv) Two experts, co-opted by the Board of Studies who possess special attainments in particular fields of study and are not employees of the University.

The members of the Board of Studies, other than the ex-officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.

## (b) Meetings and Quorum

- (i) As a routine, the Board of Studies shall normally meet once a year on the dates as fixed by the Dean of the Faculty. However, the Dean may call a special meeting of the Board of Studies if required, by serving at least three days clear notice for the same.
- (ii) The agenda and proceedings of each meeting of the Board of Studies shall be prepared by the Dean of the Faculty and shall be sent to each member of the Board with a copy to the Vice - Chancellor for information and necessary action.
- (iii) One third members of the Board of Studies shall form the quorum for a meeting.

## (c) Powers and Functions

Subject to the relevant provisions of the Act, the Statutes and the Ordinances,

the Board of Studies shall consider all the academic matters of the faculty and recommend to the Academic Council for approval. Powers and Functions include the following:

- (i) To exercise general supervision over the academic policies of the Faculty and to give directions regarding methods of instruction, evaluation, research and the improvement in the academic standards.
  - (ii) To recommend to the Academic Council regarding the courses of studies and curricula for each examination after considering the recommendations of the Departmental Councils.
  - (iii) To recommend to the Academic Council the combination and sub-division of the Departments or the Faculties, if required.
  - (iv) To consider and make recommendations to the Academic Council on the matters of general academic interest either on its own initiative or on the directives received from the Planning and Development Board or the Board of Management.
  - (v) To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the Faculty, including discipline, admissions, award of fellowships and studentships, fee and other academic requirements concerning the Faculty.
  - (vi) To take measures for Quality Education and Accreditation of the Departments of Studies.
- (d) The Dean may call a joint meeting of the Board of Studies and Faculty to resolve the matter of academic and administrative nature.

## STATUTE – 20

### Students Council

- (a) The Students Council shall mainly function as a forum of the students. This forum mainly give the feedback and suggestions on the academic matters, environment and activities to be carried out by the University in order to improve students' employability, to the Dean of the Students.
- (b) Under the control of the Dean of Students, the Council may organize extension lectures of the renowned personalities and also extra-curricular activities in the University.
- (c) The University shall define other functions in the Rules and Regulations according to the guidelines of the University Grants Commission (UGC), New Delhi.

## STATUTE – 21

### Appointment of the Teachers in the University

The Teachers (Faculty) in the University shall be appointed according to the rules, regulations and guidelines as prescribed by the UGC, AICTE and / or other Regulatory Councils for the courses offered by the University.

(a) Eligibility for Appointment

- (i) A person will be appointed on an academic position according to the qualifications as prescribed by the UGC, AICTE and other competent bodies according to the courses offered by the University.
- (ii) Under the special circumstances, the persons may be appointed from the industries, research laboratories, educational institutions or universities by relaxing the qualifications duly approved by the Board of Management and the Chancellor.
- (iii) Wide publicity will be given for the vacancies to be filled in through portal of the University.

(b) Constitution of Selection Committee

- (i) Selection committees shall be constituted for making recommendations to the Board of Management for appointments or promotions to the posts of Professors, Associate Professors, Assistant Professors and other academic staff and Heads of Institutions / Centers maintained by the University.
- (ii) The Selection Committee under the Chairmanship of the Vice - Chancellor or his nominee will constitute:

- i. One member of the Board of Management;
- ii. The Dean of the concerned Faculty of Studies;
- iii. The Head of the concerned department (For the post of Professor, the Head should be a duly selected Professor of the University);
- iv. Three experts not connected with the University to be nominated by the Vice- Chancellor from a panel of not less than seven (7) names approved by the Academic Council for each post;

One observer, not connected with the University in any manner, to be nominated by the Chairman, M.P. University Regulatory Commission.

Four members of the selection committee (who shall include at least two experts) shall form a quorum for a meeting of the selection committee constituted under clause (ii), above.

(c) Screening Committee

A Screening Committee consisting of three members, appointed by the Vice - Chancellor shall screen all the applications received in response to wide publicity. The Committee will prepare a summary of candidates to be called for an interview taking into account the Academic Performance Indices (APIs) merit as per UGC prescribed guidelines. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection, including limiting the candidates up to certain cutoff APIs for interviews in case of excessive number of applications received.

(d) Recommendations of Selection Committee

The Selection Committee shall recommend to the Board of Management the names, arranged in order of merit, if any, of the persons who it considers suitable for the appointments and after the approval of the Board of Management, the appointment or promotion letters shall be issued to the candidate by the Registrar.

(e) Fixed period / Part-time / Contractual Faculty

In addition to full-time teachers, the Board of Management / the Vice - Chancellor may also decide to engage teachers for a fixed period, part time, or on contractual basis along with terms and conditions such as honorarium, TA / DA, if any, conveyance charges etc. of such engagements, from time to time.

(f) Adjunct / Visiting Professors

- (i) The Vice - Chancellor on the recommendations of the Head of the Department and the Dean of the Faculty may appoint the Adjunct / Visiting Professor after having a consultations with the Chancellor. All such appointments shall be reported to the Board of Management for ratification at the earliest opportunity. The tenure of all such appointments shall not exceed a period of three years.
- (ii) For the appointment in these categories, the Vice - Chancellor may on his own consider and appoint distinguished scholars, scientists, writers or artists by relaxing the qualifications and eligibility criterion, provided the Board of Management and the Chancellor approves such appointments.

**STATUTE – 22****Categories of the Non-Teaching Employees**

- (a) Following types of non-teaching employees will be employed by the University
- (i) Permanent / Probationary Employees
  - (ii) Contractual Employees
  - (iii) Casual Employees
- (b) Permanent employee shall be appointed against a clear vacancy and shall be kept on probation for a period of one year. The services could be terminated or the probation period be extended by serving notice, if the performance is found unsatisfactory in a working period of eleven (11) months or less.
- (c) Contractual employee means an employee who is appointed on contract basis for a specified period.
- (d) Casual Employee means an employee who is engaged on the basis of a Muster Roll.
- (e) The service conditions for all the above types of employees shall be prescribed in Rules and Regulations.

**STATUTE – 23****Other Officers of the University**

(a) Following shall be the other Officers of the University:

- (i) The Controller of Examinations
- (ii) The Deputy and the Assistant Registrars
- (iii) The Chief, the Deputy and the Assistant Librarians
- (iv) The Director and the Assistant Director of Physical Education
- (v) The Director Corporate Relations
- (vi) The Training and Placement Officers

(b) The Controller of Examinations

- (i) Shall be an officer of the University and shall be appointed by the Vice - Chancellor from the Faculty / Administrative Officers having sufficient experience and well versed with the examination and evaluation procedures of the University.
- (ii) Shall be vested with all the powers and responsibilities as specified in the Regulations. Further, he shall be responsible to make all the necessary arrangements for the conduction of examinations as per the Ordinances and Regulations.

When the office of the Controller of Examination falls vacant by one reason or the other, the duties of the office shall be performed by such person as the Vice - Chancellor may appoint for the purpose.

- (c) Other officers as stated above from (a)(ii) to (a)(vi) shall be a whole-time salaried officers appointed by the Board of Management on the recommendation of a selection committee constituted for the purpose, and shall possess such qualifications as prescribed by the University Grants Commission / Regulatory Councils and exercise such powers to perform such duties, as may be determined by the Board of Management and provided in the Regulations of the University.
- (d) The appointment of officers mentioned at (a)(iii) and (a)(iv) above shall be made following the procedure as laid down in the Statute 21 for the appointment of Teachers and that of others mentioned at a(ii), a(v) and a(vi) shall be made according to the procedure laid down for non-teaching staff.
- (e) The powers and responsibilities of other officers shall be as specified in the respective Regulations.

**STATUTE – 24****Conferment of Honorary Degrees and Academic Distinctions**

University shall confer Honorary Degree of D.Sc. or D. Lit. or other distinctions to the renowned and deserving personalities who have contributed in the areas of Education, Science, Fine Arts, Social Sciences, Technology, Drama, Games and Sports, Industries etc. in accordance with the following procedure:

- (a) All proposals for the conferment of Honorary Degrees shall be made by the Academic Council to the Board of Management and shall require the assent of the Governing Body before submission to the Chancellor for conferring the honor. However, in case of urgency, the Chancellor may act on the recommendation of the Board of Management and later on take the consent of the Governing Body.
- (b) If at the later stage, it is found that the honorary degree has been conferred to the non-deserving person by the University, then the same may be withdrawn by the University through the resolution passed by the two - third majority of the members of the Governing Body and the approval of the Chancellor.



**STATUTE – 25****Provision Regarding Fee to be Charged from the Students**

- (a) The tuition fee payable by the student shall be such as may be fixed by the University from time to time subject to directive(s) as received from the Government of India / State Government / Regulatory Commission / UGC thereon. The fee structure and payment schedules shall be as declared in the Regulations after approval from regulatory commission.
- (b) Other charges and fee shall be payable by the student as decided by the University from time to time. It shall include the following:
- (i) Students' Alumni Association Fee
  - (ii) Examination Fee for each semester
  - (iii) Internet Fee
  - (iv) Library Fee
  - (v) Sports Fee
  - (vi) Training and Placement Fee
  - (vii) Hostel and / or Bus Fee
  - (viii) Issue of duplicate documents such as mark sheets, migration certificate, degree certificates, character certificate etc. However, the duplicate certificates will be issued as per the regulations laid down by the University.
  - (ix) Fee for the Health Services
  - (x) Counselling Fee
  - (xi) Cultural Activities Fee
  - (xii) Fee for attending additional classes for improvement of grades or additional courses
  - (xiii) Transcripts Fee
  - (xiv) Innovation and Invocation Cells, Skill Set Aptitude and Personality Development etc.
  - (xv) Group Insurance Premium.
  - (xvi) Any other fee provided in the Regulation of the University.
- (c) Tuition fee and other charges levied on the students shall be at the rates approved by the University from time to time and laid down in the ordinances, provided that where the statutory recognizing authority has prescribed a formula for determining the tuition fee and other charges, they shall be levied accordingly.
- (d) Other fee such as enrolment, migration etc. shall be charged at the rates approved by the University from time to time, as laid down in the concerned Regulation.

- (e) Policies and directives of Central/State Regulatory bodies as applicable for the Private Universities established under the Act regarding the provisions for the fee to be charged from the students of Below Poverty Line family, Scheduled Castes, Schedule Tribes, Other Backward Classes, Physically Handicapped and other categories shall be applicable to the University.

### STATUTE – 26

#### Administration of Endowment Funds for the Award of Fellowships, Scholarships, Medals and Prizes in the University

- (a) The Board of Management may accept donations for creation of endowment fund in the University for the award of Fellowships, Scholarships, Stipends, Medals and Prizes of the recurring nature.
- (b) The Board of Management shall administer all the donations / endowments received.
- (c) The award shall be made out of the annual income accruing from the endowment.
- (d) The organization or the individuals intending to sponsor a fellowship, scholarship / stipend or award / prize in the name of organization / individual, will be required to deposit an endowment with the University, whose annual income shall be utilized for the payment of fellowships, scholarships, awards / prizes etc.
- (e) The Board of Management shall prescribe the conditions of depositing the endowment funds in a secured instruments.
- (f) The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
- (g) The detailed terms and conditions for fellowships, scholarships, awards / prizes shall be such as laid down in the M.O.U. for each case.
- (h) In case, any endowment is accepted by the Board of Management, the Board shall make a regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purposes of the endowment, etc.
- (i) Approval of awardees of fellowships, scholarships, medals and prizes as per the specific Regulation (s) / Ordinance (s).
- (j) Approval for carrying the literary, science, research, fine arts or similar activities can also be granted from the endowment fund and shall be as laid down in the Regulations.

**STATUTE – 27****Convocation**

- (a) The Visitor and in his absence the Chancellor shall preside over the convocation function of the University. In the absence of both, the Vice - Chancellor shall preside over the convocation function.
- (b) The University Convocation will be normally held every year for the award of the Degrees, Diplomas and other Distinctions.
- (c) The Convocation shall normally be held in the main campus of the University or at such other place as may be approved by the Governing Body.
- (d) The Academic Council shall frame University Regulations relating to the format of the Degree and Diploma, Documents, Certificates and Citations, their text, issuance of these documents in absentia, duplicate degree and the procedural details for conduct and holding the Convocation.

**STATUTE – 28****Admission of Students****(a) Admissions**

- (i) The admissions in the courses offered by the University shall be open to all the candidates who fulfil the eligibility criteria and be made strictly according to the eligibility criteria / rules. The admission procedure will be completed before the commencement of the academic session or the last date of the admission decided by the Academic Council.
- (ii) Eligibility criteria for admissions shall be based upon the merit of the qualifying examinations / admission tests conducted by the University or by the National Bodies as decided by the University from time to time. The Academic Council will consider the eligibility criteria, determination of the merit, concessions etc. and decide / approve as the case may be, by the Regulations for Admission. The criteria will be notified in the Prospectus / Information Brochure / Electronic Media of that Academic Session, before the commencement of the admission procedure.

**(b) Admission Committee**

- (i) The Dean of the Faculty in consultations with the Head of the Departments of that Faculty shall appoint the admission committees duly approved by the Vice - Chancellor, for making the admissions in under graduate and post graduate courses, offered by the various departments.
- (ii) Each committee shall comprise of:
  - i. The Head of the Department
  - ii. PG Coordinator of the Department
  - iii. Senior most Professor / Associate Professor / Assistant Professor in the Department
  - iv. One member from outside the Department nominated by the Vice - Chancellor.

**(c) Reservation of Seats, Students below Poverty Line, Scheduled Castes, Schedule Tribes, Other Backward Classes, Physically Handicapped and other Categories.**

- (i) Policies and directives of Central / State regulatory bodies as applicable for the Private Universities established under the Act regarding admission including the regulation of reservation of seats, especially for the students of Below Poverty Line family, Scheduled

Castes, Schedule Tribes, Other Backward Classes, Physically Handicapped and other categories shall be applicable to the University.

- (ii) Seats for admission in the university for the students belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Women, Physically Handicapped Students, Children of Defence Personnel and other specified categories shall be reserved primarily as per the policy of state government and as prescribed in the Act 2007 and as amended from time to time.
- (iii) Number of seats in different programs of study in the University, including reserved category seats if any, shall be approved by the Board of Management from time to time in accordance to the guide lines / approval given by the AICTE / concerned National Bodies / State Government as the case may be. Further, 15% supernumerary seats shall be made available for the candidates belonging to foreign nationals / non-resident Indians.
- (iv) If the candidates belonging to any reserved categories are not sufficient in numbers on the specified date for admissions, the vacant seats will be offered to the candidates in the general category according to the eligibility criterion.

**STATUTE – 29****Annual Report**

- (a) The Annual Report of the University shall be prepared by the Registrar for the consideration and approval of the Board of Management.
- (b) The Annual Report shall consist of two (2) parts (i) Activity Report highlighting the steps taken by the University for the fulfillment its objectives, for which the Registrar shall be responsible and (ii) the Chief Finance and Accounts Officer (CFAO) shall prepare the financial report for the financial year.
- (c) The Report along with Audited Accounts shall be placed for approval of the Governing Body, once approved by the Board of Management.
- (d) A copy of the Annual Report shall be presented to the Visitor, the Sponsoring Body, the Chancellor and the Regulatory Commission by the Registrar with University seal and signatures.
- (e) The Annual Report is a public document and shall be available on the website of the University, after the presentation to the Visitor.

**STATUTE – 30****Resignation**

Any resignation rendered by any employee shall be processed as per the Regulations prescribed for the purpose.

**STATUTE – 31****Action against Teachers**

Whenever, there is a complaint of misconduct against the Faculty, the Vice - Chancellor shall constitute a fact finding committee and if necessary, based upon the recommendations of this committee, may institute an Enquiry Committee to enquire the whole matter.

- (a) Based upon the Enquiry Committee's report, the Vice - Chancellor may decide the course of action including suspension depending upon the severity of the misconduct. However, for taking action to the extent of termination of the teacher concerned, the Vice - Chancellor shall further report the matter to the Board of Management and the Chancellor to do so. The decision so taken shall be the final.
- (b) An appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order.

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**STATUTE – 32**

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**Action against Non-Teaching Employees**

- (a) Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding committee and if necessary, based on the fact finding Committee's recommendations, may institute an Enquiry Committee for the purpose.
- (b) Based on the Enquiry Committee's report, the Registrar may decide the course of action including suspension depending on the severity of the misconduct. However, for taking action to the extent of termination, Registrar shall report the matter to the Vice - Chancellor whose decision will be final.
- (c) An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.

**STATUTE – 33****Appointment of Examiners**

The Vice - Chancellor shall appoint examiners for holding examinations in theory, practical, dissertation, etc. as required other than Ph.D., on the recommendation of Examination Committees.

- (a) The Departmental Council constituted as per Statute – 39, shall prepare and submit a panel of examiners to the Examination Committee for theory papers, practical and dissertation examinations, to be held in different courses of study offered by the Department, during each semester.
- (b) Ordinarily no person will be appointed as an examiner in the University unless his name is approved and included in the panel of examiners by the Departmental Council.
- (c) The Departmental Council shall prescribe qualifications for the inclusion of names in the panel of examiners and other norms for appointment of examiners in the University.
- (d) Moderators when felt necessary will be appointed by the Vice – Chancellor.
- (e) The Vice - Chancellor will also approve the appointment of tabulators and checkers for each academic year.
- (f) The Vice - Chancellor shall declare results of various examinations conducted by the University on the advice of the Results Committee. The Committee shall consist of the Vice - Chancellor, the Registrar and the Dean of the Faculty concerned or in his absence one Senior Faculty member nominated by the Vice – Chancellor.
- (g) A separate ordinance shall provide the rules and regulations to examine the M.E. / M.Tech. Dissertations and Ph.D. Thesis, and also the rates of honorarium to be paid to the Examiners for the same.
- (h) The Board of Management shall consider and decide the rates of honorarium and allowances to be paid to different persons involved in the examination work including the paper setters and evaluators, as and when required.
- (i) Conditions of Appointment as Examiner
  - i. No person shall act as paper setter or examiner either in the theory or viva-voce or practical examination if any of his relations is taking the examination.
  - ii. No person shall act as a moderator or tabulator for any examination if any relations is appearing/has appeared at that examination.



**STATUTE – 34****The Proctorial Board**

- (a) There shall be a Proctorial Board to maintain the discipline amongst the students of the University. The Board shall consist of the following members:
- (i) A Professor nominated by the Vice – Chancellor – Chairperson;
  - (ii) Dean of Students;
  - (iii) The Chief Proctor – Convener;
  - (iv) All Proctors;
  - (v) All Wardens of the Hostels; and
  - (vi) One student nominated by the Vice - Chancellor from the Students Council.
- (b) The Chief Proctor and the Proctors shall be appointed by the Vice - Chancellor from the list of the teachers of the University.
- (c) The number of Proctors shall be determined by the Vice - Chancellor depending upon the enrollment of the student in the University.
- (d) The term of above appointments shall be that of three (3) years. However, it could be reduced by the Vice - Chancellor if the duties performed by an individual are found un-satisfactory.
- (e) Following shall be the Powers of the Proctorial Board:
- (i) The Proctorial Board shall ensure that the students observe the Code of Conduct as laid down in the Rules and Regulations of the University.
  - (ii) Any violation of the Code of Conduct or breach of Rules or Regulations of the University by the student shall be treated as indiscipline and shall make the student liable for disciplinary action against him.
  - (iii) If a student commits a serious act of indiscipline, the Proctorial Board may recommend to the Vice - Chancellor for his suspension for a period of one or more semesters or the expulsion from the University.
- (f) The Duties of Chief Proctor :
- (i) To bring all the matters in the notice of the Vice - Chancellor before the consideration of the Proctorial Board.
  - (ii) To carry duties of maintaining the discipline among the students as laid down in the Regulations.

**STATUTE – 35****The Pro Vice - Chancellor**

The Pro Vice - Chancellor shall be the Deputy to the Vice - Chancellor and act on the instructions of the Vice - Chancellor.

The Pro Vice - Chancellor shall act on behalf of the Vice - Chancellor during the period of his absence (Vice - Chancellor) from the University.

(a) **Appointment of the Pro Vice - Chancellor**

(i) The Pro Vice - Chancellor shall be appointed by the Board of Management on the recommendation of the Vice - Chancellor, provided, that if the recommendation of the Vice - Chancellor is not accepted by the Board of Management, the matter shall be referred to the Chancellor who may either appoint the person recommended by the Vice - Chancellor or request the Vice - Chancellor to recommend another person for consideration of the Board of Management.

(ii) The appointment of the Pro Vice - Chancellor shall be co-terminus with the Vice - Chancellor.

(b) Subject to the control of the Vice - Chancellor, the Pro Vice - Chancellor of a University shall exercise such powers and perform such duties as may be assigned to him by the Vice - Chancellor from time to time and as may be prescribed by the Statutes and the Regulations.

**STATUTE – 36****Dean of Students**

(a) The Dean of Students shall be appointed from the group of Professors from the University for a period of three (3) years by the Board of Management on the recommendation of the Vice - Chancellor.

(b) The details of the Duties and Functions of Dean of Students shall be as prescribed in the Regulations. However, if the performance of the so appointed Deans is not found satisfactory his term may be reduced by the Vice - Chancellor.

**STATUTE – 37****Creation of New Authorities**

- (a) Subject to the provisions of this Statute, the constitution, powers and duties of the authorities of the University, other than the Governing Body, Board of Management and the Academic Council are provided.
- (b) The constitution, composition, powers and functions of the new authorities so created may as such be stated and recommended to the Governing Body, Board of Management, Academic Council and other statutory bodies for approval according to the need.
- (c) The procedure for nomination, election and continuance in the office of the members of the constituted authorities, including the filling of vacancies of the members and all such matters as may be deemed necessary, be provided in the Statutes and ordinances.

**STATUTE – 38****Other Committees**

- (a) Any authority of the University may appoint as many standing or special committees as it may deem fit and may appoint on such committees such persons as are not members of such authority.
- (b) Any committee appointed under clause (a) may deal with any subject delegated to it and before taking action, if any, shall seek confirmation of it from the authority appointing it.
- (c) Where any authority of the University is given power by the Act or Statutes to appoint committees, such committees shall, save as otherwise provided, consist of members of the authority concerned and of such other persons (if any) as the authority in each case as may think fit.

**STATUTE – 39****Departmental Council, Composition, Functions and Actions**

Each Department shall have a Departmental Council. The Departmental Council shall be a statutory authority.

**(a) Composition**

The Departmental Council shall comprise of all Professors, Associate Professors and Assistant Professors of the Department.

**(b) Meetings**

The Head of the Department shall preside over the meetings of the Departmental Council and in his absence the senior most member of the Department shall preside over the meetings.

The Departmental Council shall meet at least twice in a year and one-third of the total members of the council shall constitute the quorum.

**(c) Duties and Functions**

The Departmental Council without prejudice to the powers conferred on other authorities shall consider the matters concerning to teaching and research work in the Department. The function and duties of the council shall be as follows:

- (i) Shall constitute an equivalence committee in the beginning of the academic year, to consider the admission of the students of other Institutions / Universities, who wish to take the admission in the second or higher years of the study of courses offered by the Departments. The members of the committee shall be as follows:
  - i. The Head of the Department – Chairperson;
  - ii. Two senior most teachers of the Department;
  - iii. One nominee of the Dean of the Faculty.
- (ii) The recommendations of the equivalence committee shall be placed for the approval of the Dean and the Vice - Chancellor before such admissions.
- (iii) Shall recommend to the Board of Studies the courses and curriculum for its consideration.
- (iv) Shall prepare and submit the recommendations to the Examination Committee, a panel of examiners for appointment as examiners by the University.

- (v) Shall recommend the purchase of books and journals for the Central and Departmental Library.
- (vi) Shall submit a list of names of experts for consideration of the Academic Council to prepare a panel of experts as provided in the Statutes.
- (vii) Shall submit such proposal as it may deem fit for the development of teaching, opening of special papers, starting / strengthening the Research Laboratories and for creation of new teaching positions in the Department to the Academic Council.
- (viii) The Departmental Council shall assign and arrange the resources and Faculty to execute as per UGC / NBA / NAAC following guidelines:
  - i. Defining the Departmental Program Educational Objectives (PEOs), their monitoring and redefining after every 4 years.
  - ii. Defining the Departmental Program Outcomes (POs) and their monitoring and redefining at regular intervals.
  - iii. Defining the Course Objectives at the beginning of a course, and their monitoring and redefining after every 4 years Monitoring Committees.
  - iv. Arranging Students Counselling regularly and allotment of Faculty counselors.
  - v. Arranging departmental level Invocation and Induction Courses for Students.
  - vi. Arranging departmental level Induction Programs for New Faculty and Employees.
  - vii. Arranging yearly academic and administrative reports.
- (ix) Undertake necessary steps on recommendations of Departmental Research Committee set up as per UGC regulations related to Ph.D; other PG courses after B.Tech. / B.E. / and after M.Sc. / M.A.,
- (x) Prepare syllabi for Ph.D. course work as per the guidelines provided by the regulations
- (xi) Shall consider and recommend the posting of teachers in other Departments for teaching, to the Head of the Department.
- (xii) Shall give its opinion / frame guidelines on ensuring quality education and all other academic and administrative matters not already covered above and other matters referred to it by the Vice-Chancellor / the Dean of the Faculty concerned.
- (xiii) Shall appoint Departmental Internal Quality Audit Committee, and other Committees, and also the in-charges / coordinators to help the

Head of the Department in implementing the decisions on all policy matters as provided above.

The decision of the Council will be by majority. In case of tie, the presiding officer shall have the casting vote.

Where the Head of the Department finds difficulty in implementing the decisions of the Departmental Council, he shall refer the matter to the Vice - Chancellor with reasons, and the decision of the Vice - Chancellor shall be final.

#### STATUTE – 40

##### The Planning and Development Board

- (a) The Planning and Development Board shall consist of the Vice - Chancellor and not more than four members to be nominated by the Board of Management. The Vice - Chancellor shall be the Chairperson of the Board.
- (b) All the members of the Planning Board, other than the Vice - Chancellor, shall hold office for a term of three years.
- (c) The Planning and Development Board shall formulate and recommend appropriate plans for the development and expansion of the University, and in addition, it shall have the right to advise the Board of Management and the Academic Council on any matter which it may deem necessary for the fulfilment of the objectives of the University.
- (d) The board may constitute such committees as may be necessary for planning and monitoring the programmes of the University.
- (e) The Planning Board shall meet at such intervals as it deems fit to expedite the execution of the duly approved plans. However, it shall be necessary to meet at least twice in a year.

#### STATUTE – 41

##### The Board of Affiliation

- (a) The Board of Affiliation shall consist of the Vice-Chancellor and not more than five members to be nominated by the Board of Management. The Vice-Chancellor shall be the Chairperson of the Board.
- (b) A member of the Board of Affiliation other than the Vice - Chancellor shall hold office for a term of three years from the date on which he / she becomes a member of the Board.
- (c) Three members, exclusive of the Vice-Chancellor shall form a quorum for a meeting of the Board.
- (d) The procedure for considering proposals for affiliation shall be such as specified in the Ordinances.

**STATUTE – 42****Recognition Committee, Constitution and Functions**

The University shall constitute a Recognition Committee consisting of following members to consider and recognize the certificates, degrees and other academic distinctions awarded by other Universities.

**(a) Constitution**

- (i) The Vice-Chancellor shall be the Chairperson;
- (ii) All the Deans of the Faculties;
- (iii) All the Head of Departments; and
- (iv) Two Professors of the Faculty of the University.

**(b) Functions**

The committee constituted to recognize other Universities shall consider the criterion as stated below:

- (i) Normally, the University will recognize the Certificates, Diplomas, Degrees and Ph.D. awarded by other Universities which are being recognized by the UGC and are the members of the Association of the Universities. However, the requirement of recognition will not be applicable in case of the Degrees issued by the Institutes of the National Importance such as IITs, IIMs, NITs, IISC Bangalore etc.
- (ii) In no case, any other University which does not satisfy above criterion shall be recognized including that of black listed Universities, by the UGC.
- (iii) If any of the Universities does fall in one of the above categories and there is some doubt, the matter may be referred to the UGC. Such Universities shall not be recognized until unless the UGC clearly state in writing the status of such doubtful Universities.

As far as the Foreign Universities are concerned, if not covered above, the guide lines issued by the UGC / Government of India shall be followed.

**STATUTE – 43****Representation of Female Faculty in the Board of Management**

Board of Management may adopt one female Faculty members as representatives in the Management for a maximum period of three (3) years by rotation as per seniority who has served the University for period of 10 years or more.

**STATUTE – 44****Creation of Centers, Cells and Committees for Quality Education and Accreditation Processes**

The University, for imparting the Quality Education and Accreditation shall create the following Boards, Cells, Centres, Committees as per UGC/NAAC/NBA Guidelines

- (i) Training, Placement and Industrial Interactions Cell
- (ii) Collaborations and MOUs Development Cell
- (iii) Research and Innovations Development and Promotional Centre.
- (iv) Information Technology and Knowledge Management Centre
- (v) Values and Ethics Development Cell
- (vi) NSS and Community Services Centre
- (vii) Internal Quality Assurance Cell (IQAC),
- (viii) Environmental Consciousness and Green Audit Committee
- (ix) University Academic and Administrative Yearly Audit Committee
- (x) University Academic Calendar Preparation and Monitoring Cell.
- (xi) Publication Centre for Journal, Web and e-Contents, University magazine, Prospectus, Handbook, and Departmental wall magazines,
- (xii) Equal Opportunity Cell
- (xiii) Gender Sensitization Cell
- (xiv) Health Centre
- (xv) Daycare Centre
- (xvi) Women and Students Grievances Committee
- (xvii) Anti-Ragging Committee
- (xviii) Staff Welfare Committee
- (xix) Entrepreneur Development Cell.



## STATUTE – 45

### Creation of Chairs

- (a) Establishment of the Professorial /Research Chairs for Creating Focused Seats/ Institutions of Higher Learning
  - (i) A Chair may be established by the Government, Public Sector Undertakings, Autonomous Organizations, Universities, Trusts, Societies, Memorial Committees or similar organizations or an individual or a group of individuals for the furtherance of the objectives of the University.
  - (ii) The organizations or individual or group of individuals intending to establish the Chair may do so in the name of any person of eminence at the national and / or international level in the field of education, science, social sciences, arts, literature, religion, sports or any other field who has contributed to human progress and happiness.
  - (iii) The establishment of the Chair and the name in which it is proposed to be established will require the approval of the Board of Management.
- (b) In furtherance of the objective of the establishment of a Chair, the University.
  - (i) Shall appoint a Professor in the appropriate discipline in the manner and terms and conditions laid in the M.O.U. approved while establishing the Chair.
  - (ii) Provided further that the appointment of the professor occupying the Chair would be on the basis of a contract for a period to be specified at the time of appointment, but not exceeding three years in the first instance.
  - (iii) May institute in the relevant areas of studies pertaining to the objectives of the establishment of the Chair, specified research fellowships, at the time of establishment of the Chair.
  - (iv) May establish and / or augment laboratory and library facilities depending upon the requirements of research studies associated with the establishment of the Chair.
  - (v) May also engage supporting staff essentially required for realizing the objectives of the establishment of the Chair.
  - (vi) May also procure essential raw material and consumables in furtherance of the objectives of establishment of the Chair, provided that substantial funds are available for the purpose, out of the interest earned from the donated amount, up to the limit specified in this statute. The staff so appointed shall help the University in other activities such as teaching and other duties, as applicable, as per the decision of the Vice-Chancellor.

- (vii) The establishment of the Chair shall require one time donation amounting to at least Rs. 2.0 crore or as decided by the Board of Management, by the donor, which can be supplemented subsequently at his / their discretion.
- (viii) The donation shall be deposited in the University Endowment Fund and the amount of interest earned annually shall be utilized to compensate the expenditure to be incurred to the extent possible.

#### STATUTE – 46

##### Selection Committees for Non- Teaching Positions

- (a) Each of the Selection Committees for appointment to the posts of various categories of staff, other than the academic staff, shall consist of the following members :-
  - (i) The Vice-Chancellor or his nominee
  - (ii) The Registrar or his nominee
- (b) For the posts such as Deputy / Assistant Registrars, Librarian, Deputy / Assistant Librarian etc. or their equivalents, two outside experts may be nominated by the Vice-Chancellor
- (c) The quorum for a meeting of a selection committee constituted under clause (b) shall be three.
- (d) The procedures to be followed by the selection committees constituted under this statute shall, in making recommendations, be such as laid down in the Regulations.
- (e) If the Board of Management is unable to accept a recommendation made by a selection committee, it shall record the reasons for such non-acceptance and submit the case to the Chancellor whose decision in the matter shall be final.

**STATUTE – 47****Procedure of Appointment**

- (a) The suitability of the persons for appointments shall be assessed by the Experts in Selection Committee, if any.
- (b) The committee shall regulate its own procedure and submit its recommendations to the Vice-Chancellor in a sealed envelope who will place it before the Board of Management.
- (c) Under the special mode of appointment, a person may be appointed on contract basis on terms and conditions to be specified by Board of Management in each case, or on regular basis or taken on deputation.
- (d) Subject to completion of the satisfactory service by the person, if taken on deputation in the University, the Vice-Chancellor, with the prior approval of the Board of Management may offer the person concerned regular appointment in the University.

**STATUTE – 48****Conditions of Service of Employees**

- (a) The University shall enter into a written contract of service with every employee of the University appointed on regular basis or otherwise and the terms and conditions of the contract shall not be inconsistent with the provisions of this Act, the Statutes and the Ordinances.
- (b) A copy of the contract referred to in the Clause (a) shall be lodged with the University and a copy thereof shall also be furnished to the employee concerned.

**STATUTE – 49****Terms and Conditions of Service and Code of Ethics for the Teachers and Other Academic Staff of the University**

- (a) All the employees of the University shall be governed by the service rules and the code of conduct and ethics as specified by the Statutes, Ordinances and the Regulations.
- (b) Each Teacher when joining the University Service has also to sign a Code of Conduct and Ethics specified in the Regulations which includes the UGC regulations for the Code of Conduct and ethics for the University Teachers.

**STATUTE – 50****Tribunal Arbitration**

- (a) Any dispute arising out of a contract of employment referred to in Statute 49 and Regulations, between the University and the employee shall be referred to a Tribunal of Arbitration which shall consist of one member nominated by the Board of Management, one member nominated by the employee concerned and an umpire to be nominated by the Chancellor.
- (b) Every such reference shall be deemed to be a submission to arbitration on the terms of this section within the meaning of the Law of Arbitration as in force, and all the provisions of that Law shall apply accordingly.
- (c) The procedure for regulating the work of the Tribunal of Arbitration shall be such as may be prescribed in the Regulations of the University.
- (d) The decision of the Tribunal of Arbitration shall be final and binding on the parties, and no suit shall lie in any court in respect of any matter decided by the Tribunal.

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**STATUTE - 51**

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**Naming of the Institutions, Buildings or Academic Blocks etc.**

- (a) The organizations or individual intending to name a laboratory, library, workshop or a computer centre etc. could propose the name of any person of eminence at the national and / or international levels in the field of education, science, social science, arts, literature, sports or any other field, which in the opinion of the Board of Management has contributed or may contribute to human progress and happiness.
- (b) The value of the benefactions made, shall however commensurate with the total worth of the Asset proposed to be named and shall not be below Rs. 2.0 crore, one time or as decided by the Board of Management.

**STATUTE - 52****University Fund**

- (a) The University Fund shall be kept in several accounts as may be approved by the Board of Management. Some of them are as follows:
- (i) Medi-Caps University Contributory Provident Fund
  - (ii) Medi-Caps University Local Fund Account
  - (iii) Medi-Caps University Student's Aid and welfare Fund Account
  - (iv) Medi-Caps University Capital Works Account
  - (v) Medi-Caps University Debt and Deposit Account
  - (vi) Medi-Caps University Teachers Welfare Fund Account
  - (vii) Medi-Caps University Gratuity Fund Account
  - (viii) Medi-Caps University Alumni Fund Account
  - (ix) Medi-Caps University Research and Development Account
- (b) The Vice-Chancellor shall nominate an officer and / or the CFAO who shall have the authority to operate the account of the University Fund and to incur all necessary expenditure from it subject to provisions of the Act and the Statutes.
- (c) There shall be detailed running audit or otherwise of the accounts of the University by the auditors appointed by the Chancellor in accordance with the provisions of the Act.
- (d) The Board of Management shall take all steps to submit the Annual Accounts and balance sheet of the University, duly audited in the manner prescribed by the Act and the Statutes, to the Governing Body and other bodies as required, at least four weeks before the date fixed for the annual meeting of the Governing Body.
- (e) The Board of Management shall take all the steps to have the Annual Report without Annual Accounts as stated above in Section (e), of the University prepared under its directions as provided in the Act and the Statutes for submission to the required bodies at least four weeks before the date fixed for the annual meeting of the Governing Body.
- (f) After auditing, the accounts shall be printed in prescribed format. The copies of such accounts together with the copies of audit report shall be submitted by the Board of Management to the Governing Body.
- (g) Financial Estimates

The Board of Management shall prepare the financial estimates for the ensuing year at least eight weeks before the date fixed for the annual meeting of the Governing Body and shall as soon as possible send a copy of the

financial estimates thus prepared to the address of each member of the Governing Body and the Chancellor.

## **STATUTE – 53**

### **Provident Fund**

- (a) There shall be a Provident Fund for the benefit of the permanent employees of the University. Also, there shall be a Provident Fund Committee, whose composition is given hereinafter, for the purpose of advising the Governing Body in matters relating to investment, payments and all other matters in respect of Provident Fund.
- (b) The management of the Provident Fund shall vest in the Board of Management which may, from time to time, make regulations or issue such general or special directions as may be consistent with the Statutes as to (a) the conduct of business of the Fund and (b) any matter relating to the Fund or its management or the privileges of the depositors not herein expressly provided for, or vary or cancel any regulations made or directions given.
- (c) Every Full time employee of the University holding a permanent substantive appointment, shall be entitled and required to sub-scribe to the Provident Fund.
- (d) Persons appointed on probation to substantive appointments will be entitled to subscribe to the Provident Fund, but if their services are terminated due to disciplinary action before their confirmation or before the five years of continue service then they shall not be entitled to receive any portion of the University contribution or the interest accruing thereon.
- (e) No employee of the University shall be entitled to the benefits of the Provident Fund, whose services in the University entitle him to a pension or on whose account the University contributes to his pension or who has been appointed by the University on special terms.
- (f) Every employee of the University shall be entitled to the benefits of the Provident Fund and shall be required to sign a written declaration in the prescribed form that he has read this Statute and agrees to abide by it, and shall submit the same for the registration in the University office with the name of the nominee, his / her photograph and ID proof to whom he / she wishes to pass on the balances at his / her credit in the event of his / her death.
- (g) All other benefits and regulations be applicable as in the service rules of the employees of the University and decided upon by the Provident Fund Committee under the chairmanship of the Vice - Chancellor

**STATUTE - 54****Gratuity Fund**

- (a) The rules for the Payment of the Gratuity to the University employees shall be applicable as per the service rules of the employees of the University
  - (b) It shall be lawful for the Governing Body to recover the money from the Gratuity Fund of the person who has spent or misappropriated or authorized the expenditure of funds in excess of amounts provided in the budget or in violation of any provision of the Act, the Statutes or the Ordinances, to reimburse the amount so spent or misappropriated and the Governing Body may take all such steps as may be deemed necessary to effect the recovery thereof and steps so taken shall be without prejudice to any other action which may be taken under any other law, provided that the Governing Body shall, before requiring any person as aforesaid, give him a reasonable opportunity of making a representation
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उच्च शिक्षा विभाग  
मंत्रालय, वल्लभ भवन, भोपाल  
भोपाल, दिनांक 16 जून 2016

क्र. आर-174-सीसी-2016-अड़तीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26 के अनुक्रम में, मालवांचल निजी विश्वविद्यालय, इन्दौर के प्रथम परिनियम क्र. 01 से 37 तक राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के प्रथम परिनियम प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम परिनियम क्र. 01 से 37 तक

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

ए. एस. यादव, उपसचिव.

# MALWANCHAL UNIVERSITY, INDORE

## Statute 1

### SHORT TITLE, SCOPE AND COMMENCEMENT

- (1) The "Statutes" means the Statutes of Malwanchal University, Indore, Madhya Pradesh.
- (2) These Statutes shall come into force with effect from the date of the notification in the state Gazette.
- (3) The Statutes are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinium 2007. If there be any difference in the provisions of the Act or the Rules and the Statutes, the provisions of the Act or the Rules shall prevail.
- (4) Nothing in these Statutes shall be deemed to debar the University from amending the Statutes subsequently according to the provision of Section 27 of the Act, and the amended statutes, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.

## Statute 2

### DEFINITIONS

In these Statutes unless the context otherwise requires;

- (1) "Act" means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinium 2007".
- (2) All words and expressions used herein and defined in the Act and the Rule shall have the meaning respectively assigned to them in the Act and the Rules.
- (3) 'Academic Council' means the Academic Council of Malwanchal University, Indore.
- (4) "Academic Year" means a period of nearly twelve months, devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into "terms" as stipulated in the Ordinance.
- (5) 'Administrative Officer' means an officer looking after the day-to-day administrative work of Malwanchal University, Indore.
- (6) 'Below Poverty Line family' means a family whose income is below the poverty line as specified by the State or Central Government, from time to time.
- (7) 'Board' means, the Board of Management of the Malwanchal University, Indore;
- (8) "Board of Studies" Means the Board of Studies of the University departments / faculties.

- (9) **'Chancellor'** means Chancellor of Malwanchal University, Indore.
- (10) **'Chief Finance and Accounts Officer'** means the Chief Finance and Accounts Officer of Malwanchal University, Indore.
- (11) **"Convocation"** means the convocation of the University.
- (12) **"Course(s)"** means prescribed area(s) or course(s) of study or program(s) and / or any other components(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
- (13) **"Dean"** means, Head of an academic Institution;
- (14) **"Decided by the University / University may decide / Decision of the University"** means as decided by the Vice - Chancellor with the approval of the Chancellor.
- (15) **'Department'** means, Department of Studies and includes a Centre of Studies of Malwanchal University, Indore in the main campus.
- (16) **"Employee"** means any person working on the payroll of the University.
- (17) **'Endowment Fund'** means endowment fund (An investment fund set up by an institution in which regular withdrawals from the invested capital are used for ongoing operations or other specified purposes, as prescribed in the Adhiniyam 2007) of Malwanchal University, Indore.
- (18) **"Executive Committee"** means Executive Committee of the Sponsoring Body.
- (19) **"Faculty"** means Faculty of the University listed in Statute No. – 15
- (20) **'Fee'** means the collection made by Malwanchal University, Indore from the students by whatever means it may be called.
- (21) **'Governing Body'** means the Governing Body of the Malwanchal University, Indore.
- (22) **'Higher Education'** means study of curriculum or course for knowledge beyond 10+2 level.
- (23) **'Hostel'** means a unit of residence for students of the University maintained or recognized by the University in accordance with the provisions of the Statutes.
- (24) **'Main Campus'** means the main campus of Malwanchal University, Indore situated in school of studies as prescribed in Adhiniyam 2007 and where the main office of the University is located.
- (25) **'National Council of Assessment and Accreditation'** means an statutory bodies of autonomous institution of the University Grants Commission, situated at Bhopal.
- (26) **'Ordinances'** means Ordinance of Malwanchal University, Indore.
- (27) **'Other Backward Classes'** means the communities, castes and tribes notified by the State Government from time to time.
- (28) **'Pro-Vice Chancellor'** means, Pro-Vice Chancellor of Malwanchal University, Indore listed in Statue No. – 35.
- (29) **'Qualification'** means Degree or Diploma or any other qualification awarded by Malwanchal University, Indore.
- (30) **'Registrar'** means the Registrar of, Malwanchal University, Indore as listed in Statute No. – 07.

- (31) **'Regulatory Commission'** – means the Madhya Pradesh Private University Regulatory Commission established under the section 36 of the Madhya Pradesh Act, 2007.
- (31) **'Regulatory Council'** - As defined in Section 2(1)(V) of Act 2007 & as amended in 2013.
- (32) **"Regular Education"** means and includes delivering instruction, teaching, learning, education, and related activities directly by the teacher synchronously to students in the classes supported by teaching, learning and related activities on line from the campus to the regular students of the University.
- (32) **"Regulation"** means regulation of the University.
- (33) **"Rules"** means the "Madhya Pradesh NijiVishwavidyalaya (Sthapana AvamSanchalan) Rules, 2008".
- (34) **"Scheme and Curriculum"** means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University.
- (35) **'Scheduled Caste'** means the Scheduled Castes notified under Article 341 of the Constitution of India.
- (36) **'Scheduled Tribes'** means the Scheduled Tribes notified under Article 342 of the Constitution of India.
- (37) **'School of Studies'** means an institution maintained by Malwanchal University, Indore as a place of higher learning and research' in the campus.
- (38) **'Sponsoring Body'** in relation to Malwanchal University, Indore means H. K. Kalchuri Education Trust, Bhopal, a Registered Public Trust under Madhya Pradesh Public Trust Act, 1951.
- (39) **'State Government'** shall mean, the Government of the State of Madhya Pradesh.
- (40) **'Teacher'** means, as per UGC Act, a Professor, Reader, Lecturer or a person known by any other designation who is required to impart education or to guide research or to render guidance to the students for pursuing a course of study at Malwanchal University, Indore .
- (41) **'The Adhiniyam'** means, the Madhyapradesh NijiVishwavidhyalaya (SthapanaAvamSanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) and as amended time to time.
- (42) **'The University'** means a University established or incorporated by or under Sate Act.
- (43) The terms "he", "him" and "his" include the feminine gender also.
- (44) **'UGC'** means **University Grants Commission**, a statutory body of the Government of India through an Act of Parliament for the coordination, determination and maintenance of standards of university education in India, established in November 1956.
- (45) **'Vice Chancellor'** means the Vice Chancellor of Malwanchal University, Indore.
- (46) **'Visitor's'** prescribed in the Act 2007, means the Visitor of Malwanchal University, Indore, i.e. His Excellency, the Governor of the State of Madhya Pradesh.

- (47) Words and expressions used but not defined in the Statutes shall have the meaning assigned to them in the Adhiniyam.

### **Statute 3**

#### **SEAL OF THE UNIVERSITY**

- (1) The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University, subject to further changed or amendment as deemed necessary for time to time.
- (2) The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary for time to time, and which are not of such nature that are not permitted by the State or the Central Government.

### **Statute 4**

#### **OBJECTS OF THE UNIVERSITY:**

The primary aim of Malwanchal University would be to impart world-class knowledge and training to students, working executives and professionals interested in making a career in Health(Medical)/Technical Sciences, Traditional, Vocational, Legal, Bridge Courses, Short term Professional Courses and their Allied Domains. Following are the main objectives of the University:

- a. To provide instruction, teaching and training in Higher Education and make provision for research, advancement and dissemination of knowledge. Creation of high level of intellectual ability and to establish state of the art facilities for education and training.
- b. To carry out teaching and research and offer continuing education programs.
- c. To create centers of excellence for research and development and for sharing; approved by the State Government Regulatory Commission.
- d. To maintain the standard of degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by the University Grants Commission and the related regulatory body or regulatory council. To pursue any other objective based on the recommendations of the above bodies from time to time.

- e. To collaborate with other universities, Research Institutions, Government and Non-Government Organization towards fulfillment of the University objectives. To establish new institutions and courses as per the need of the community. To pursue any other objectives as may be approved by the Sponsoring Body (Mayank Welfare Society, Indore).

University would build an academic community committed to the creation, application and transmission of knowledge through open, disciplined, rational inquiry, and distinguished by the essential values of Academic freedom, Institutional autonomy, Exemplary Ethical and Moral Standards, Proactive engagement with all stakeholders, Equality, Diversity and Congeniality & Sustainability etc.

## Statute 5

### APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHANCELLOR

#### Appointment:

- (1) In accordance with the Act, the Chancellor shall be appointed by the sponsoring body for a period of five years with the approval of the Visitor. The Executive Committee of the sponsoring body shall, by simple majority, finalize the name of the Chancellor. The Secretary/President of the Sponsoring Body shall submit the resolution of Governing Body the name, along with Biodata of the proposed Chancellor, to the Principal Secretary, Higher Education Department, Govt. of Madhya Pradesh. The Department will obtain verifications from concerned Collector and Superintendent of Police regarding good moral conduct of the person to be appointed as Chancellor. Once verification is received, the department will take administrative approval of the Minister and thereafter sent to coordination for approval from Chief Minister and finally to the Visitor for approval. After due approval from the Visitor, the proposal will be forwarded to Department of Higher Education who shall issue necessary order for appointment of Chancellor of University by the Sponsoring Body.

#### Terms & Conditions:

The Chancellor shall hold office for a period of five years and shall be eligible, for reappointment with the approval of visitor following the procedures laid down above under clause 3(a) of this statute.

Provided that the chancellor shall not withstanding the expiring of his term, continues to hold his office until either he is reappointed or his successor enters upon his office.

In case of an emergency like illness, absence or death of the Chancellor, the Vice-Chancellor shall perform his duties till the Chancellor reassumes his office or the new Chancellor is appointed. However this period will not exceed six months.

The Chancellor shall be the head of the Malwanchal University.

The Chancellor shall preside over the meetings of the Governing Body and shall, when the Visitor is not present, preside over the convocation of the Malwanchal University for conferring degrees, diplomas or the academic distinctions.

The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the Sponsoring Body.

In a special meeting called for the purpose, the Board of Trustees of the Sponsoring Body may consider a "No Confidence Motion" against the Chancellor and, if passed by two third majorities, can recommend to the Visitor for the removal of the Chancellor.

The Chancellor may by writing under his hand addressed to the Visitor, resign his office. The Sponsoring Body Chairman shall forward his resignation to the Visitor and after Visitor's approval, shall accept his resignation and propose a new name to the Visitor as per clause 3 (a) of this statute.

**Powers of the Chancellor: The Chancellor shall have the following Powers namely:**

- (a) To exercise general control over the affairs of University.
- (b) To appoint and remove the Vice-Chancellor and Pro-Vice-Chancellor;
- (c) To call for any information or record relating to any affairs of the University.
- (d) The Chancellor may issue directions to Vice Chancellor to convene the meeting of any of the authorities of Malwanchal University for specific purposes, whenever necessary and the Vice-Chancellor shall arrange to submit the minutes of such meetings to Chancellor for his perusal and necessary action as warranted.
- (e) The Chancellor at his/her discretion may examine and accord approval to policy decisions taken by the competent and designated authorities of University.

**Statute 6****APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE VICE-CHANCELLOR****APPOINTMENT OF VICE-CHANCELLOR:**

- (a) The Vice-Chancellor shall be appointed by the Chancellor from the panel recommended by the 'selection committee' constituted for the purpose.
- (b) The selection committee, referred to in sub-section (a) shall consist of the following members, namely:
  - (i) Two eminent academicians nominated by the Sponsoring Body and
  - (ii) One eminent person nominated by the State Government.
- (c) The Chancellor shall appoint one of the members of the Selection Committee as its Chairman.
- (d) The selection committee shall submit a panel of at least three eminent persons for the appointment of Vice-Chancellor.
- (e) Provided that if the chancellor does not approve the recommendations of the 'selection committee', he may call for fresh recommendation from it (the selection committee).
- (f) Notwithstanding anything contained in the foregoing sub-section, the chancellor may appoint the first Vice-Chancellor for a period of two years to conduct the affairs of the University.
- (g) The Vice-Chancellor shall, subject to the provision contained in sub-section (a), hold office for a term four years.

Provided that a Vice-Chancellor shall continue to hold office even after expiry of his term till a new Vice-Chancellor joins, however in any case this period shall not exceed 6 months.

**TERMS AND CONDITIONS:**

- (a) The Vice-Chancellor shall be a whole time salaried officer of the University.



- (b) The Vice-Chancellor shall receive a fixed pay as per the norms of the U.G.C. per month plus other allowances as admissible from time to time
- (c) During his/her tenure of office, the Vice-Chancellor shall be entitled to have a rent free furnished residential accommodation maintained by the University.
- (d) The Vice-Chancellor shall be entitled to use a University vehicle for official purposes and private local use as per Rules.
- (e) The Vice-Chancellor shall have the tenure till the age as prescribed by UGC norms.
- (f) If at any time upon representation made or otherwise, it appears to the Chancellor that the Vice-Chancellor-(i) has made default in performing any duty imposed on him by or under this Act (ii) has acted in a manner prejudicial to the interest of the University, or (iii) is incapable of managing the affairs of the University. The Chancellor may, notwithstanding the fact that the term of office of Vice-Chancellor has not expired, by an order in writing stating the reasons therein require the Vice-Chancellor to relinquish his office from such date as may be specified in the order.
- (g) No order under sub-section (e) shall be passed unless the particulars of the grounds on' which such action is proposed to be taken are communicated to the Vice-Chancellor and he is given reasonable opportunity of showing cause against the proposed order.
- (h) As from the date specified in the order under sub-section (e), the Vice-Chancellor shall be deemed to have relinquished the office and the office of the Vice-Chancellor shall fall vacant.
- (i) The Vice-Chancellor may by writing under his hand addressed to the Chancellor, resign his office.

#### **POWERS OF VICE CHANCELLOR:**

- (a) The Vice-Chancellor shall preside at the convocation of the University in the absence of the Visitor and the Chancellor.
- (b) If in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under the Adhiniyam 2007 he may take such action as he deems necessary, and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter:

Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice-Chancellor, then such case shall be referred to the Chancellor, whose decision thereon shall be final:

Provided further that where any such action taken by the Vice-Chancellor affects any person, in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action communicated to him, an appeal to the Governing Body and the decision of the Governing Body shall be communicated to the person concerned within three months from the date of appeal.

- (c) If in the opinion of the Vice-Chancellor, the decision of any authority of the University is not in conformity with the power conferred by the Adhiniyam and Statutes, Ordinances or Regulations made there under or is likely to be prejudicial to the interest of the University, he shall request the concerned authority to revise its decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be decided by the Chancellor.
- (d) The Vice-Chancellor shall exercise such powers and perform such duties as may be prescribed by the Statutes and the Ordinances.

#### FUNCTIONS:

- (a) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.
- (b) Vice-Chancellor shall be ex-officio Chairman of the Board of Management and Academic Council.
- (c) The Vice Chancellor shall be responsible for presenting to the Governing Body for its deliberations and consideration, matters of concerns to the University. She/he shall have powers to convene the meeting of the Board of Management and the Academic Council.
- (d) The Vice-Chancellor shall exercise general control over the affairs of the University and shall be responsible for the due maintenance of discipline in the University.
- (e) The Vice-Chancellor shall ensure the faithful observance of the provisions of the Adhiniyam and the Statutes and the Ordinances and shall possess all such powers as may be necessary for the purpose.

- (f) The Vice-Chancellor shall be responsible for close coordination and integration of teaching, research and other work and shall exercise such other powers as may be prescribed by the Statutes or Ordinances

### **Statute 7**

#### **REGISTRAR: APPOINTMENT AND CONDITIONS OF SERVICE**

- (a) The appointment of the Registrar shall be made by the Governing Body on recommendation of the expert committee constituted for the purpose, as prescribed by the Statutes. However, the First Registrar may be appointed by the Sponsoring Body pending creation of Statutes.
- (b) The subsequent Registrar other than the first Registrar shall be appointed by the Governing Body on the recommendation of the Expert Committee constituted for the purpose. The expert committee shall consist of
- (i) Vice-Chancellor- Chairman
  - (ii) Nominee of the Chancellor
  - (iii) Two expert members approved by Governing Body
  - (iv) One observer nominated by Chairman, Regulatory Commission.
- (c) The Registrar shall receive salary in the scale as per UGC norms or as sanctioned by the Governing Body.
- (d) No person shall be eligible for appointment as Registrar unless he possesses such qualifications as laid-down in the Regulations for the University.
- (e) The Registrar shall be entitled to such other benefits and privileges as may be prescribed in the service rules.
- (f) The Registrar shall retire on completing the age of sixty five years.
- (g) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the

Vice-Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Registrar.

Provided, that before such action, the Registrar shall be given an opportunity of being heard.

#### **POWERS & DUTIES OF REGISTRAR**

- (a) All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- (b) The Registrar shall be the Member Secretary of the Governing Body, Board of Management and Academic Council but he shall not have the Right to vote.
- (c) The Registrar shall exercise such other powers and perform such other duties as may be prescribed by the Statutes.
- (d) He shall be the custodian of the records, the common seal and such other property of the University, as the Governing Body shall commit to his charge.
- (e) He shall be responsible for inventory management of furniture, fittings and Equipments and ensure annual stock taking and physical verification of the same.
- (f) He shall arrange for condemnation of unserviceable furniture and equipments as recommended by Committee appointed for that purpose
- (g) Shall issue all notices convening meeting of the Governing Body, the Board of Management, the Academic Council, the Academic Planning and Evaluation Board and any board or committees appointed under the Adhiniyam of which he is to act as Secretary;
- (h) Shall keep the minutes of all meetings of the Governing Body, the Board of Management, the Academic Council, the Academic Planning and Evaluation Committee and any board or committees of the University appointed under the Adhiniyam of which he is to act as Secretary;
- (i) Shall conduct the official correspondence of the University, the Governing Body, the Board of Management, the Academic Council and other body/ authorities.
- (j) Shall supply to the Vice Chancellor
  - (i) copies of the agenda of the meetings of the University authorities of which he is to act as Secretary, as soon as such approved agenda is issued;
  - (ii) the minutes of the meetings of the University authorities of which he is to act as Secretary, within a month of the holding of such meetings;

- (iii) such other 'papers and information as the Vice-Chancellor may direct him to maintain and supply from time to time;
- (k) Shall exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Vice-Chancellor or various authorities or body of the University of which he acts as Secretary.
- Ⓚ Shall discharge such other functions as may be assigned to him from time to time by the Vice Chancellor to whom he shall be responsible for the same;

### **Statute 8**

#### **APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHIEF FINANCE & ACCOUNTS OFFICER (CFAO)**

- (1) The Chief Finance and Accounts Officer (CFAO) shall be a key officer of the University responsible for handling accounts and finances of the University.
- (2) The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice Chancellor.
- (3) The appointment of the CFAO shall be made by the Chancellor on the recommendation of the committee constituted for the purpose.

The committee shall consists of :-

- (i) Vice Chancellor - Chairman
  - (ii) Nominee of the Chancellor
  - (iii) Two expert member approved by the Governing Body
  - (iv) One observer nominated by the Chairman, Regulatory Commission.
- (4) Selection of CAFO
- The University will follow the following procedure for the selection of the CAFO.
- i. The University would invite applications for the post through the process of an advertisement in important News papers having wider circulation.
  - ii. A summary of the candidates applied for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Governing Body for the purpose.

- iii. The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
  - iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
  - v. If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.
- (5) When the Office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (6) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice-Chancellor may request the Chancellor, in writing stating the reasons therein for the removal of the CFAO
- (7) The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice Chancellor by giving him one month's notice or one month's salary in lieu of notice.
- (8) The CFAO shall receive pay and other allowances as decided by the Governing Body from time to time.
- (9) The age of retirement of CFAO shall be sixty five years.
- (10) Duties of the CFAO shall include :
- i. The Chief Finance & Accounts Officer shall be responsible for managing the Accounts and Funds of the University, for maintaining the records properly, and for regularly getting them audited.
  - ii. The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
  - iii. Maintaining the financial records and any such other finance related records of the University as the Governing Body may decide.
  - iv. He shall discharge all such functions as assigned to him by the Chancellor/Vice Chancellor of the University.
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## Statute 9

### GOVERNING BODY

- (a) The Governing Body of the Malwanchal University, Indore shall consist of the following members, namely:
- (i) the Chancellor;
  - (ii) the Vice-Chancellor;
  - (iii) Three eminent persons nominated by the Sponsoring Body out of whom at least one shall be an eminent educationist.
  - (iv) Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
  - (v) One representative of the State Government not below the rank of Deputy Secretary.
  - (vi) The Chancellor shall be the Ex-officio chairman of the Governing Body.
  - (vii) The Registrar will be the Member Secretary of Governing Body.

#### TENURE:

The term of a nominated member of the Governing Body shall be three years and no nominated members shall hold office for more than two consecutive terms.

#### POWERS:

The Governing Body shall be the principal authority of the University and all movable and immovable properties of the university shall vest in the Governing Body and it shall have the following powers, namely:

- (a) The first Statutes of the University shall be made by the Governing Body and shall be submitted to the Regulatory Commission for approval.
- (b) To control functioning of the University by using all such powers as are provided by Act, The Adhiniyam and the Statutes, Ordinances or Regulations made there under.
- (c) To review the decision of other authorities of the University, in case they are not in conformity with the provisions of the Adhiniyam or the Statutes, Ordinances or Regulations made there under.
- (d) To approve the budget and annual report of the University.

- (e) To lay down the policies to be followed by the University.
- (f) To recommend to the Sponsoring Body the liquidation of the University provided a situation arises when the functioning of the University is not possible.
- (g) The Governing Body shall, in the interest of the University, have powers to constitute committee/s and nominate members thereto and decide on the terms of reference and other conditions of functions of the committee/s.
- (h) The Governing Body shall have the power to review, if necessary, the acts of other authorities of the University, save where such authorities have acted in accordance with the powers conferred upon these by the Adhiniyam, the Statutes and the Ordinances.
- (i) Such other powers as may be prescribed by the Statutes, as per the provision of the Act 2007 amended from time to time.

#### **FUNCTIONS:**

The Governing Body shall be:

- (a) The highest policy making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfills its Mission.
- (b) Shall exercise all powers under The Adhiniyam unless otherwise prohibited by the Statutes or Ordinances.
- (c) The final approving authority for all the University Statutes and Ordinances, It shall have the power to reject or send for reconsideration any Statutes or Ordinances received from the Vice-Chancellor, Board of Management. It shall also have the powers to review any Statutes or Ordinances and Regulations on its own.
- (d) may invite expert/s or person/s having special knowledge to obtain information or views on an academic matter of common or special interest to any or all the body and institutions of the University.
- (e) Subject to Act, the Statutes and the Ordinances, the Governing Body may take steps to dispose of matter referred to it by the Sponsoring Body.



- (f) May make policy, direction/ recommendation/s to any Authority of the University.
- (g) May receive complaints and decide on the matter and their disposal.
- (h) Shall consider and, if necessary, take decision/pass resolution on the Annual Report of the University, including the financial accounts and estimates as submitted by the Board of Management.
- (i) Shall direct, supervise and control the endowment fund' as also general fund account and have them audited as per the Adhiniyam.
- (j) Shall periodically review the Broad decisions and programs of the University and direct/suggest measures to improve and develop the University.
- (k) Shall be the final authority to approve the recommendation of the Board for conferment of honorary degree and other distinctions and awards.
- (l) The Governing Body may order in writing, annul any order, notification, resolution or any proceedings of the University, which, in its opinion, are not in conformity with the provisions of the Adhiniyam, or the Statutes, Ordinances or Regulations.
- (m) Shall frame rules/regulations for the conduct of its business.

#### 6. MEETINGS AND QUORUM:

- (a) A meeting of the Governing Body shall ordinarily be called three times in a calendar year.
- (b) Meeting of the Governing Body shall be called under the directions of the Chairperson and in his/her absence by a nominated member from the Chairperson.
- (c) The Chairperson may, on his/her own or on the directions of the Sponsoring Body, call a Special Meeting as and when required in the interest of the University.

- (d) Seven (7) clear days notice shall ordinarily be required for a meeting. The chairperson, may however at his discretion, dispense with this requirement in the interest of the University.
- (e) Five members of the Governing Body shall form the Quorum. Provided that, three members will form the quorum for an adjourned meeting.

## 7. VACANCIES:

- (a) Any member of the Governing Body may resign his/her office. The letter of resignation in writing shall be sent to the Chancellor. Such resignation shall take effect immediately on its acceptance and communication to the member concerned.
- (b) No member of the Governing Body, who is nominated to another Body in his/her capacity as a member of the Body, shall continue to be a member of that Body after his/her removal or the acceptance of his/her resignation.
- (c) A member of the Governing Body of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- (d) Vacancy of a Member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body and the Member so nominated shall be a Member for the un-expired portion of the term.

## Statute 10

### BOARD OF MANAGEMENT CONSTITUTION:

There shall be a Board of Management of the University, duly constituted under Section 23(1) read with Section 23(3) of the Adhiniyam; It shall consist of the following:

- a) The Vice Chancellor, as ex officio Chairperson;
- b) Two representatives nominated by the Sponsoring Body;
- c) Two representatives nominated by the State Government;
- d) Two Principals/Senior most Professors of the Constituent Institutions by rotation;

- (d) Seven (7) clear days notice shall ordinarily be required for a meeting. The chairperson, may however at his discretion, dispense with this requirement in the interest of the University.
- (e) Five members of the Governing Body shall form the Quorum. Provided that, three members will form the quorum for an adjourned meeting.

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- (b) No member of the Governing Body, who is nominated to another Body in his/her capacity as a member of the Body, shall continue to be a member of that Body after his/her removal or the acceptance of his/her resignation.
- (c) A member of the Governing Body of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- (d) Vacancy of a Member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body and the Member so nominated shall be a Member for the un-expired portion of the term.

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- b) Two representatives nominated by the Sponsoring Body;
- c) Two representatives nominated by the State Government;
- d) Two Principals/Senior most Professors of the Constituent Institutions by rotation;

- e) Two Senior most Teachers of University by rotation other than the clause( d)as above.
- f) Registrar: Ex-Officio Member Secretary.

## 2. TENURE:

- (a) The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.
- (b) The Chairperson of the Board of Management, whose decision in the matter shall be final, shall decide any dispute or question with regard to Membership or Tenure of a Member.
- (c) The Vice-Chancellor will be the ex-officio Chairperson of Board of Management.

## 3. POWERS AND FUNCTIONS:

The Board of Management:

- i. Shall be Principal Executive Body of the University and shall be responsible for the entire management, control and administration of the University.
- ii. The Statutes of the University, other than the first Statutes, shall be made by the Board of Management with the approval of the Governing Body.
- iii. Shall function under the policies laid down by the Governing Body and shall receive and respond to all directions from the Governing Body.
- iv. Shall ensure an integrated approach to key areas such as education policy, planning, resource mobilization and allocation; response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.
- v. In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation

of any Authority or Officer of the University, subject to the conditions laid down in the Adhiniyam.

- vi. Shall be the appellate authority in case of any question or dispute between a student and an employee on the one hand and any Authority or Officer of the University or Head of an Affiliated College/Institution /Study Centre on the other.
- vii. Shall regulate the use of the common seal of the University.
- viii. Shall control and administer the properties and funds of the University, including, framing of annual financial statement and estimates, annual audit, control/reduce/enhance/transfer budget allocations, borrow or lend funds with the prior approval of the Governing Body, etc. and appoint authorized agents for the same, if deemed necessary.
- ix. Shall have the authority to enter into, carry out and cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it under the Adhiniyam or the Statutes and Ordinances.
- x. Shall have the power to create or designate Departments of the University or affiliated colleges or institutions as laid down by the Statutes/Organisations.
- xi. The Board of Management may, on the recommendation of the Academic Council, institute any Professorship, Readership or Lectureship or any teaching post and may abolish it.
- xii. Shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University. Board shall have the power to include any other item in the Report. The Board shall put the Report before the Governing Body as stipulated by Regulations.
- xiii. Shall comply with such directions as may be received from the Chairperson of the Governing Body to hold a meeting and discuss matters as specified.
- xiv. To prescribe remunerations, emoluments, travelling and other allowances etc of examiners / invigilators and other employees appointed for examination related duties.

- xv. To ensure maintenance of proper accounts of the properties and funds of the University;
- xvi. To have financial accounts prepared together with audit report and annual report of the University and to place it before the Governing Body for its perusal, approval and directions.
- xvii. To prepare the annual/supplementary budget of the University and to place it before the Governing Body for its consideration and approval.
- xviii. To follow and monitor the budget for expenditure as approved by the Governing Body.
- xix. To recommend to Governing Body for creating the posts of other officers of the University.
- xx. To make regulations regarding administration and control of the institutes, hostels, libraries, laboratories, museums and other Institutions established or maintained by the University.
- xxi. To select a common seal for the University and to provide for its custody and use;
- xxii. To arrange for the conduct/defend of litigation by or against the University.
- xxiii. To examine and recommend to Governing Body regarding the institute of fellowships, scholarships, studentships, exhibitions, medals and prizes on the recommendations of the Academic Council;
- xxiv. To recommend, confer honorary degree, medals and prizes on the recommendation of the Academic Council;
- xxv. To recommend, enact, amend or repeal Statutes;
- xxvi. To recommend, confer the title of Professor Emeritus on the recommendation of the Academic Council.
- xxvii. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Adhiniyam, Statutes, Ordinapces or the Regulations.

#### 4. **POWER TO PROPOSE AND RECOMMEND AMENDMENTS OR REPEAL STATUTES/ORDINANCES/REGULATIONS:**

The Statutes shall be made, amended or repealed by the Board in the manner hereinafter provided.

- (a) The Board of Management may take up for consideration of the draft of a Statute either on its own motion or on a proposal made by the Academic Council, If the Academic Council does not propose the draft, the Board shall obtain the opinion of the Academic Council thereon before considering the same.
- (b) The Board of Management shall obtain the opinion of the Finance Committee in respect of such of the Statutes involving financial implications.
- (c) The Board of Management, if it thinks necessary, may also obtain the opinion of any Officer, Authority or body of the University with regard to the draft Statute before taking it up for consideration.
- (d) Every Statute as approved by the Board of Management shall be placed before the Governing Body for Submission to the Chairperson for assent with its specific recommendations.
- (f) The Board of Management in the manner hereinafter provided may make the Ordinances.  
In making the Ordinances, the Board of Management shall consult,
  - i. The Boards of Studies concerned when such Ordinances affect the duties of examiners; and
  - ii. The Academic Council when such Ordinances affect the courses of study, conduct of and the standard of examinations or the conditions of residence of students.
- (g) The Board of Management shall not have power to amend the draft of any Ordinance proposed by the Academic Council but it may reject the proposal or return the draft to the Academic Council for reconsideration, either in whole or in part together with such amendments as the Board may suggest.
- (h) Where the Board of Management has rejected the draft of an Ordinance proposed by the Academic Council, the Academic Council may appeal to the Governing Body.

- (i) The Governing Body may, after obtaining the comments of the Board of Management either reject the appeal or approve the Ordinance as proposed by the Academic Council. Thereupon the Ordinance shall have effect as if made by the Board.
- (j) Every Ordinance once approved by the Board of Management shall be submitted to the Governing Body, within two weeks of making thereof for final approval. The Chancellor, may within four weeks of the receipt of Ordinance, approve the same, or return to the Board of Management along with the comments for review. The decision of the Chancellor shall be final.
- (k) The Board of Management may make Rules consistent with The Adhiniyam, the Statutes, the Ordinances and the Regulations. The rules may provide for:
  - (i) Giving of notice of meeting to the members of each Authority or Board, of the dates of meeting and of the business to be transacted at the meetings and also for keeping a record of the proceedings of meetings.
  - (ii) The procedure to be followed at meetings and the number of members required to form the quorum for meetings: and
  - (iii) All matters solely concerning such Authority or Board and not provided for by the Adhiniyam, the Statutes, the Ordinances or the Regulations.
  - (iv) Every Rule made under this section shall come into force on the date it is approved by the Board.

## 5. MEETINGS AND QUORUM:

- a) The Board of Management shall meet at least once in every two month. The Vice Chancellor may, in case of urgency, convene a special Meeting.
- b) The meeting shall be convened under the direction of the Vice Chancellor.
- c) Five members shall constitute the quorum.



**6. VACANCIES:**

- a) Any Member of the Board of Management may resign from his office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall take effect immediately on its acceptance and communication to the member concerned.
- b) No member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall continue to be a member of that Body or hold the post after the acceptance of his/her resignation.
- c) A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- d) Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the un-expired portion of the term.

**Statute 11****FORMATION, POWERS, DUTIES AND ACTIONS OF THE ACADEMIC COUNCIL****1. FORMATION OF ACADEMIC COUNCIL:**

The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, Statutes, Ordinances and regulations, co-ordinate and exercise general supervision over its academic policies. The Academic Council shall consist of the following members:

- a) Chairperson – Vice-Chancellor
- b) Members – All Deans of Faculty and all Chairpersons of Board of Studies.
- c) Nominated members – Two teachers above the cadre of Associate Professor / Reader from each constituent Institutions and to be nominated by the Vice-Chancellor for a term of Two years.
- d) Teacher can be re-nominated for second term continuously.
- e) Teacher cannot be re-nominated for continuous third term; however he/she will become eligible for nomination again after break of one term.
- f) Controller of Examinations.

- g) Member Secretary-Registrar.
- h) One representative nominated by Chairman, Regulatory Commission.
- i) Three members from among the Principals/Deans/Directors of constituent Institutions to be nominated by Vice-Chancellor in rotation.
- j) External Members: Two members from other Universities to be nominated by the Vice-Chancellor.
- k) Members who wish to resign the membership shall give in writing an application to the Registrar, who shall forward it with his/her remarks to the Vice-Chancellor for necessary action.

Member who remains absent for three consequent meetings without prior permission and valid reason, shall cease to be member of the Council.  
Casual vacancies shall be filled for the remainder period of the term of Member.  
Removal/Disqualification:

- (i) The person who resigns from his/her post in University ceases to be member.
- (ii) On removal or dismissal from his/her post in University.
- (iii) Convicted for any offence including moral turpitude.
- (iv) Nominating Authority may remove a Member who is sick, insane and incapable of discharging duty in the Council.
- (v) Nominating Authority may remove a Member who is found guilty of misconduct, indiscipline and malpractice in the University, or outside.

#### 4. CONDUCT:

- (a) The Vice-Chancellor, as the Chairperson, shall preside over the meetings of the Academic Council and in his/her absence, any other person nominated by the Chancellor shall preside over the meeting.
- (b) The Registrar shall be the Member-Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the Vice-Chancellor shall act as the Secretary.
- (c) One third of the members of the Academic Council including the Chairperson shall form the quorum at a meeting, provided that no quorum shall be necessary for adjourned meetings. Ordinarily fifteen days notice shall be given for all meetings of the Academic Council.
- (d) The term of the nominated members of the Academic Council will be three years.

## 5. GENERAL RULES OF THE MEETING OF ACADEMIC COUNCIL:

- (a) In general, the Academic Council shall meet twice a year (August & February). Vice- Chancellor can requisite the meeting as and when required in addition to regular meetings.
- (b) Academic Council shall meet on requisition of Vice Chancellor.
- (c) Registrar shall notify the meeting on the orders of Vice Chancellor.
- (d) Registrar shall send the notification along with the agenda to the members by speed post or by email, 15 days before the date of meeting.
- (e) Approval of the resolutions shall be by simple majority of the Members present.
- (f) Vice Chancellor is authorized to invite experts as and when required. However such invitee members shall neither be counted to fulfill quorum requirement, nor have voting powers.
- (g) All the decisions of the Academic Council are subject to the final approval of Board of Management of the University.
- (h) Validity of Council meetings: Proceedings of the Council meetings shall not be invalidated
  - i. Due to vacancies in Academic Council.
  - ii. Due to non-receipt of meeting notice by any member or members.
  - iii. Due to defective nomination of any member.

## 6. POWERS, DUTIES AND FUNCTIONS:

- (a) The Academic Council shall be the Principal Academic Body of the University and shall subject to the provisions of the TheAdhiniyam, Statutes, Ordinances and Regulations, exercise the control and general regulation for the maintenance of the standards of instructions, education and examinations of the University.
- (b) As the Authority of the University, shall be the principle body for laying down educational policy and shall subject to the Statutes, Ordinances and Regulations see to the coordination and general superintendence of its implementation.
- (c) To co-opt as members persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the Council in regard to the transaction of the business in relation to which they may be co-opted.
- (d) To promote research and innovation related activities in the University.
- (e) To make recommendations to the Governing Body on the proposals received from different faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction (like Diplomas or Certificates) or honour of the University.

- (f) Emphasis shall be given for overall development of students to excel in the life not only as a professional but also as a responsible citizen.
- (g) Frame the rules and regulations to control the indiscipline in general and malpractices, unacceptable methods in the examinations or amend with the approval of Board of Management.
- (h) Approve the launching/commencing of new courses of studies.
- (i) Frame the Calendar of Events for the academic year for the various courses.
- (j) Approve the rules of conduct/behaviors and etiquette of the students in the Institutions, the Hostels and in and outside campus.
- (k) Discuss and decide on the matters put up by the respective Boards of Studies.
- (l) To arrange and order annual Inspections by the Local Committees of constituent Institutions to maintain high standards.
- (m) Prescribe the methodology, schemes, and modalities of Internal and University examinations including the internal ones.
- (n) Prescribe the detailed methodology, scheme and allotment of marks for individual subjects in all the courses.
- (o) Discuss and accord approval of schedules of examinations as proposed by the Controller of examinations.
- (p) Discuss and accord approval of methods of reporting malpractice cases, method of enquiry, and the punishments.
- (q) Discuss and decide on all the recommendations of various sub-committees appointed for the specific purposes.
- (r) Appoint various sub committees as and when required for specific purpose / task. The committees shall cease to function after completing the task assigned.
- (s) Constitute including formation of such committees as may be required to deal with special individual cases of indiscipline of employees, students. Indiscipline among the group, un-authorized absence, misbehaviour, misappropriation, and thefts will also be looked into by the Council.
- (t) To consider and act on the recommendations of such committees.
- (u) To take up the matters for periodical review of functioning and co-ordination between all the constituent Institutions and/departments and recommend to the Board of Management, the ways and means of improvement.
- (v) To initiate and promote research and related activities in various constituent Institutions and centres.
- (w) To consider other academic or student welfare matters referred to the Academic Council.
- (x) To recognize degrees/diplomas of other Universities/institutions and determine their equivalence.
- (y) To appoint committees for admission of students in different faculties of University.

- (z) To make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study.
- (aa) To recognize persons of eminence in their subjects to be associated as research guide, in the subject as prescribed in the Ordinance.
- (ab) Academic Council shall ensure that while framing rules, syllabus and curriculum norms of the Regulatory Body i.e. AICTE, MCI, DCI, Pharmacy Council, Indian Nursing Council & Bar Council etc. as laid down from time to time, are adhered to.

## Statute 12

### FINANCE COMMITTEE:

#### (i) CONSTITUTION:

There shall be a Finance Committee of the University consisting of the following members, namely:

- a. The Vice Chancellor – Chairperson
- b. One Member to be nominated by the Chancellor preferably with Chartered Accountant background.
- c. One member to be nominated by Governing Body
- d. One Member to be nominated by board of Management from amongst its members.
- e. One Member to be nominated by the Academic Council from among its Members;
- f. The Registrar;
- g. Chief Finance & Accounts Officer, as Member Secretary;
- h. As per the provision of Act 2007 and as amended time to time.

#### (ii) TENURE:

The terms of office of nominated members, except the ex-officio members, shall be three years. Vacancies shall be filled up in the same manner as the original constitution. In absence of the ex officio Member, the person so assigned to discharge his/her duty shall be the Member and carry out the assigned duties.

#### (iii) POWERS AND FUNCTIONS:

The Finance Committee shall perform the following functions namely:

- (a) Shall vet the annual projections/estimates of income and expenditure including capital expenditure and their assumptions thereto of the university prepared by the board of management, it shall put up to the governing body for its consideration and approval, after incorporating its expert views.
- (b) Shall vet and analyze the annual financial statements and accounts of the university prepared by the Board of Management and its recommendation there on along with the annual budget, it shall put it up to the Governing Body for its consideration and approval.
- (c) Shall make its recommendations to the Governing Body to accept bequests, and donations of property to the university on such terms as deemed proper.
- (d) Shall recommend mechanism and ways and means to generate and enlarge resources of the university.
- (e) To conduct a scrutiny of accounts of the university, whenever called upon by the board of Management.
- (f) To review the concurrent and the yearly audit reports and make recommendations thereupon;
- (g) To scrutinize all proposals involving expenditure for which no provision is made in the budget or involving expenditure in excess of the amount in the budget including creation, up-gradation or abolition of posts considered superfluous in the university;
- (h) To prepare policy and procedure guidelines for purchase/procurements at the institutions.
- (i) Notwithstanding anything contained in the above sections, the vice chancellor with the approval of chancellor may in case of urgency and for reasons to be recorded in writing incur, without the approval of the Finance Committee, any expenditure, in any one case for which no provision is made in the budget or which is in excess of the provisions made in the budget;

**Provided,** that such expenditure shall be placed before the finance committee for ratification at its immediate next meeting.

**Provided further that,** if the incurring of expenditure by the Vice Chancellor is not satisfactory, the finance committee may refer it to the chairperson of the Governing Body, whose decision in the matter shall be final.

- (j) Shall consider any other matter referred to it by the Governing Body and make its recommendations thereon.
- (k) Shall advise the Governing Body on any question affecting the finances.

- (l) Shall be responsible for the observance of Regulations relating to the maintenance of accounts and accounting system of the University.
- (m) Where the votes on any subject considered by the Finance committee are equally divided, the Vice Chancellor shall have the casting vote.
- (n) It will go through Audited Financial Statements, analyze them and give a report to Board of Management and also scrutinize all irregularities and monitor their complete compliance/ rectifications.
- (o) It is empowered to appoint any specific audit including stock audit.

**(iv) MEETINGS & QUORUM:**

- (a) The Finance committee shall meet at least once in three months.
- (b) Four members of the Finance Committee shall form the quorum.

### **Statute 13**

#### **STANDING COMMITTEE OF UNIVERSITY**

#### **IT'S FUNCTION & RESPONSIBILITIES**

The Standing Committee of the University shall consist of following-

- |  |                  |
|--|------------------|
| i. Vice-Chancellor:  | Chairperson      |
| ii. Registrar  | Member secretary |
| iii. Chief Finance Account Officer   | Member           |
| iv. Deans of all Faculties of the University   | Member           |
| v. Three senior Heads of Departments of the University by rotation (which will be for three years) | Member           |
| vi. One Nominee of the Chancellor.   | Member           |

The Vice-Chancellor may invite additional members to the standing committee as and when required. The meeting of the Committee shall be convened under the direction of the Vice-Chancellor.

**POWERS AND DUTIES**

- (A) Powers of the Standing Committee on Academic Affairs — Subject to the Provisions of the Act, the Standing Committee on Academic Affairs shall have the following powers, namely:-
- (a) To advise the Governing Body on all academic matters;
  - (b) To propose regulations regarding special courses of study or division of Subjects in University or Departments of University;
  - (c) To propose regulations regarding courses of study, examinations and the conditions on which students of University Departments shall be admitted to examinations of the University;
  - (d) To advise the Governing Body regarding schemes for the constitution or reconstitution of departments of teaching and research;
  - (e) To advise the Governing Body on the promotion of research in University,
  - (f) To perform any other duty which the Governing Body may by resolution delegate or assign to it and generally to advise the Vice-Chancellor and Syndicate on such matter as may be referred to it.
- (B) The Standing Committee on Academic Affairs may propose to the Syndicate the draft of any statute to be passed by the Syndicate and such draft shall be considered by the Syndicate at its next meeting;
- Provided that the Standing Committee on Academic Affairs shall not propose the draft of any statute or of any amendment to a statute relating to matters other than academic affairs.
- (C) The Governing Body may consider the draft proposed by the Standing Committee on Academic Affairs under sub-section (2) and may either pass the draft statute or reject or return with or without amendments to the Standing Committee on Academic Affairs for reconsideration.
- (D) Any member of the Governing Body may propose to the Governing Body the draft of a statute and the Governing Body may either accept or reject the draft, if it relates to a matter not falling within the purview of the Standing Committee on Academic Affairs.
- (E) In case such draft relates to a matter within the purview of the Standing Committee on Academic Affairs, the Syndicate shall refer it for consideration to



the Standing Committee on Academic Affairs, which may, either report to the Syndicate that it does not approve the draft or submit the draft to the Syndicate in such form as the Standing Committee on Academic Affairs may approve and the Governing Body may either pass with or without amendment or reject the draft.

- (F) In making ordinances, the Governing Body shall consult the Boards of Studies when such ordinances affect the appointment and duties of examiners and the Standing Committee on Academic Affairs, and when they affect the conduct or standard of examinations, or the conditions of residence of students.
- (G) The Standing Committee on Academic Affairs may make regulations consistent with the Act, the statutes and the ordinance to carry out the duties assigned to it there under.

All such Statutes shall have effect from such date as the Standing Committee on Academic Affairs may direct, but every Statute so made shall be submitted as soon as may be to the Senate for its consideration at its next succeeding meeting.

#### 4. MEETINGS AND PROCEEDINGS

— There shall be two ordinary meetings of the Standing Committee on Academic Affairs in a year on dates to be fixed by the Vice-Chancellor.

— The Registrar shall under the direction of the Vice-Chancellor, give not less than four week notice of the date of an ordinary meeting.

**Special Meeting of the Standing Committee on Academic Affairs** — The Vice-Chancellor may, whenever he thinks fit, convene a special meeting of the Standing Committee on Academic Affairs.

**Chairman of the meeting** — The Vice-Chancellor, if present, shall preside at all meetings of the Standing Committee on Academic Affairs, but if the Vice-Chancellor be not present, the members present shall elect a Chairman from among themselves.

**Quorum** — One-third of the members of the Standing Committee on Academic Affairs, shall be the quorum for a meeting of the Standing Committee on Academic Affairs.

**Statute 14****BOARD OF EXAMINATION**

- (1) The Board of Examination of each Subject shall consist of the following members :
- (i) Head of the Department - Chairman.
  - (ii) Two senior most teachers of the Department (other than the head of the department).
- (2) Board of Examination committee shall recommend to the Controller of Examination the names of Examination Paper Setters, Moderator and Examiner of different subjects. Vice Chancellor will have the right to add or delete names in the proposed list.

**Statute 15****FACULTIES**

- (1) The University shall include the following faculties :

S. No.	Faculty
1.	Faculty of Medicine
2.	Faculty of Dental Science-
3.	Faculty of Ayush -
4.	Faculty . of Pharmacy -
5.	Faculty of Nursing -
6.	Faculty of Science
7.	Faculty of Education & Physical Education
8.	Faculty of Commerce
9.	Faculty of Management
10.	Faculty of Engineering & Technology
11.	Faculty of Architecture
12.	Faculty of Law
13.	Faculty of Computer Science & Application
14.	Faculty of Mass Media
15.	Faculty of Fine Arts
16.	Faculty of Arts Humanities & Social Sciences
17.	Faculty of Life Sciences
18.	Faculty of Languages

19.	Faculty of Agriculture
20.	Faculty of Performing Arts & Design
21.	Faculty of Vocational courses
22.	Faculty of Paramedical Science
23.	Faculty of Home Science

Such other faculties as may be approved by the Governing Body on the recommendation of the Academic Council shall be added from time to time.

- (2) Each Faculty shall have such departments as may be assigned to it by the Academic Council.

### Statute 16

#### DEANS OF FACULTIES

There shall be a Dean for each Faculty. A Professor within the faculty shall, by rotation according to seniority, act as Dean of the Faculty for a period of three years,

Provided that:-

- (1) If there is no Professor, a Reader, by rotation according to seniority, shall act as Dean.
- (2) The Dean shall be the Chairman of the Faculty and shall be responsible for the observance of the Statutes, the Ordinance and the Regulations relating to the Faculty.
- (3) The Dean shall be responsible for overall supervision and control of the organization and the conduct of teaching and research work in the Departments comprised in the Faculty.
- (4) The dean shall exercise such other powers and perform such other functions and duties as may be assigned to him by the Governing Body or the Vice-Chancellor.
- (5) Professor or Reader shall have the option to resign the Deanship at any time during his tenure and also decline the offer of appointment in his turn as Dean of the Faculty.

### Statute 17

#### CONSTITUTION OF FACULTIES

Each Faculty shall consist of the following members, namely:

- (1) The Dean of the Faculty who shall be the Chairman.
- (2) The Heads of Departments of Studies in the Faculty.

- (3) All Professors in the Faculty.
- (4) One Reader and one Lecturer, by rotation according to seniority, from each Department in Faculty.

## Statute 18

### POWER OF THE FACULTIES

- (1) The Faculty shall have such powers and shall perform such duties as given in the Ordinances and shall, from time to time, appoint such and so many Boards of Studies in different branches of knowledge as may be prescribed by the Ordinances.
- (2) The Faculties shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.

## Statute 19

### BOARD OF STUDIES

There shall be Boards of Studies pertaining to the following subjects / group of subjects:

- (a) In Pre and Para Clinical subjects comprising of Anatomy, Physiology, Biochemistry, Pathology, Pharmacology, Microbiology, Forensic Medicine, and Community Medicine.
- (b) In Clinical subjects comprising of Medicine, Surgery, Otorhyno-laryngology, Radiology, Anesthesiology, Pediatrics, Ophthalmology, Psychiatry, Dermatology, Ophthalmology, Orthopedics, Obstetrics and Gynecology.
- (c) In Dentistry
- (d) In Pharmacy
- (e) In Nursing
- (f) In Para medical & Vocational Courses
- (g) In Management and Hotel Management
- (h) In Engineering, Technology, Architecture & Computer Science
- (i) In Mass Media, Fine Arts, Performing Art & Design
- (j) In Arts, Social Sciences, Humanities & Languages
- (k) In Sciences, Life Sciences & Home Science
- (l) In Commerce.
- (m) In Education & Physical Education

- (n) In Ayush
- (o) In Agriculture

The Chancellor, on the recommendation of the Vice-Chancellor may include any subjects not covered in the above list to any of the Boards as above and may delete subjects, if required.

#### CONSTITUTION OF BOARD OF STUDIES:

- a) The Board of Studies shall be constituted by the Chancellor on the recommendations of Vice-Chancellor.
- b) The Members of the Board of Studies shall not exceed twenty exclusive of at least two external members in each Board. External means teachers working in other University.
- c) The chairman & Members of the Board of Studies will be nominated by the Chancellor among the teachers in the University.
- d) The term of Chairman and Members is three years. Members can be re-nominated for a maximum of three consequent terms. The Chairman shall be nominated from among the senior teachers in BOS, on rotation
- (e) When the Chairman of the Board resigns or remains absent for any reason, one of the members of the Board will act as Chairman with the Vice-Chancellor's approval.
- (f) The Chairman of Board of Studies shall have the right to co-opt whenever necessary experts or specialists in any particular subject to act as member of the said Board for the purpose of considering any particular subject with prior approval of the Vice-Chancellor. The Members co-opted shall not exceed two at any time. Co-opted Members shall offer their expert opinions when ever sought and shall not form a part of the Board proceedings.

#### COMPOSITION OF EACH BOARD:

- (a) One member from among the professors in each subject to be nominated by Vice-Chancellor on the recommendation of Head of Institution.
- (b) Four teachers from among all the teachers in the specialty, other than professors and possessing PG qualification in any specialty, in the group of subjects to be nominated by Vice-Chancellor on the recommendation of Head of Institution.
- (c) Two senior members of teaching faculty from Institutions other than Malwanchal University shall be nominated as external members for a term of three years.
- (d) Members shall be responsible for ensuring that minimum recommendations about curriculum laid down by Regulatory Bodies, MCI, DCI, AICTE, Pharmacy Council, INC, Bar Council, etc are followed.

**REMOVAL / DISQUALIFICATION OF MEMBER:**

- (a) The member ceases to be so:
  - (i) On resignation/ removal from University
  - (ii) When convicted for any offence including moral turpitude.
- (b) A member can be removed:
  - (i) Who is sick, insane and incapable of discharging the duties in the board.
  - (ii) Who is found guilty of misconduct, indiscipline and malpractice.

**POWER AND FUNCTIONS OF BOARD OF STUDIES:**

- (a) The Boards of Studies shall prepare and recommend the detailed courses of study and curriculum or the different levels of studies in the respective subjects.
- (b) Board of Studies may recommend to the Academic Council any matter connected with the academics/examinations in its subjects and address them on any matters relating to improvement in the courses of studies.
- (c) The Board of Studies shall be responsible:
  - (i) To prepare syllabus for several courses of study under their preview.
  - (ii) To prepare scheme of examinations.
  - (iii) To prepare panels of names of persons suitable for appointment as paper-setters /examiners /valuers.
  - (iv) To advise the University authorities on such matters as may be referred to them by any authority of University.
  - (v) To consider and recommend to the Academic Council establishment of new courses, inter-disciplinary courses and short-term training programs referred to it.
  - (vi) To plan and organize inter-departmental and inter-faculty programs in consultation with the Board of Studies of other faculties.
  - (vii) To Prepare submit the Annual Report of the functioning of Department to the Vice-Chancellor.
  - (viii) To go through and consider any other academic matter which may be referred to it for opinion.

**QUORUM:**

One third of the members of the Board of Studies shall form a quorum for its meetings. This should include one external member of the Board of Studies. The meeting of the Board of Studies will be arranged at least once in a year.

**JOINT MEETINGS:**

Whenever it is deemed necessary the Vice-Chancellor shall be competent to convene Joint Meetings of two or more Boards of Studies and the Vice-Chancellor shall appoint the Chairman for any such meeting(s).

**OPINION BY CIRCULATION:**

The Vice-Chancellor may in urgent cases obtain the opinion of the Chairman of Board of Studies or of full Board of Studies by circulations of any proposal among them. Such opinion together with the action taken thereon shall be communicated to all the members.

**VALIDITY OF BOARD OF STUDIES MEETINGS:**

Proceedings of the Board of Studies meetings shall not be invalidated merely due to

- (a) Due to vacancies in Board of Studies.
- (b) Due to non receipt of meeting notice by any member or members.
- (c) due to defective nomination of any member

**Statute 20****STUDENTS COUNCIL**

- (1) The students' council will mainly function as a forum for getting feedback on the students' issues and their welfare.
- (2) The Vice-Chancellor shall appoint on the Students' Council one student from each Department/Faculty who should be a full time student in the University and had secured the first position in order of merit in the preceding Examination.
- (3) The Vice Chancellor can also decide to involve other categories of students in the Students' Council depending upon the need of student's participation for the benefit of the University. SC/ST and girls students will be given adequate representation in the Students' Council.

**Statute 21****APPOINTMENT OF TEACHERS OF THE UNIVERSITY**

- (1) For the teaching positions in the University namely the Professors, Readers, and Lecturers, the Board of Management may recommend to the Governing Body for filling up the vacancies available in different of the University.
- (2) The Governing Body shall assess the recommendations of the Board of Management and approve filling up of teaching vacancies through an open advertisement and selection process from time to time.
- (3) Teaching positions (Professors, Readers and Lecturers) shall be advertised in the national daily / News Papers of wide circulation clearly mentioning the essential qualifications and pay scale for each advertised post as per norms prescribed by the University Grant Commission (UGC) or any other Regulatory Body.
- (4) A Screening Committee consisting of three members, appointed by the Vice-Chancellor shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection.
- (5) Summary of all the screened applications shall be made available to the Selection committee at the time of interview.
- (6) The Selection Committee shall consist of the following members;
  - (i) The Vice-Chancellor - Chairman
  - (ii) One observer not connected with the University in any manner, to be nominated by the Chairman, Regulatory Commission.
  - (iii) Three subject expert nominated by the Vice Chancellor from a panel of Five experts approved by the Chancellor.
- (7) The Selection Committee shall recommend to the Governing Body the names, arranged in order of merit, if any, of the persons who it considers suitable for the posts. Provided that no recommendation shall be made unless at least two subject experts and the Observer under clause (6) mentioned above, are present in the Selection Committee meeting.
- (8) After the approval of Selection Committee's recommendation by the Governing Body, appointment letters will be issued by the Registrar.



- (9) In addition to full-time teachers, the Board of Management / Vice Chancellor may also decide to engage teachers for a fixed period/ part time / contractual basis.  
The terms and conditions (such as honorarium, TA/DA, conveyance charges etc) of such engagements will be decided by the Governing Body of the university, from time to time.
- (10) Teachers already working (appointed by the sponsoring Body / Institute)
- (i) Teachers (Professor/Reader/Lecturer) who are already working and who are appointed on regular basis, following due procedure in the same institute/colleges, before its notification as university, shall be examined by the screening committee constituted as per the provisions of section (6) of this statute.
  - (ii) After examining each case, as per the norms/qualification laid down by the UGC/any other relevant Regulatory body the committee as (i)above, shall observing the conditions mentioned in 7(1) of this statute, submit its recommendations to the Governing Body .

The teachers found suitable for appointment in the university Teaching Department, as screened above, may be absorbed as the regular teachers of the university after approval of Governing Body.

## STATUTE 22

### CATEGORIES OF THE NON-TEACHING EMPLOYEES

- (1) The following types of non-teaching employees will be employed by the University
  - (i) Permanent/Probationary employees
  - (ii) Contractual employees
  - (iii) Casual employees
- (2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of two years.
- (3) Contractual employee means an employee who is appointed on contract for a specified period.
- (4) Casual Employee means an employee who is engaged on the basis of a Muster Roll.
- (5) The terms of service conditions of all the above types of employees and arbitration procedures shall be as prescribed by the Regulations.

## Statute 23

### OTHER OFFICERS OF THE UNIVERSITY

- (1) The following shall be the other Officers of the University:
- (i) **Controller of the Examination:**
    - (a) Controller of Examination will be an officer of the university and shall be appointed by the Vice Chancellor from amongst the Teachers of the University.
    - (b) When the office of the Controller of Examination is vacant or when the Controller of Examination is, by reason of illness or absence for any other cause, unable to perform the duties of the office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.
    - (c) The Controller of Examination shall control the conduct of examinations and all other arrangements necessary therefore and execution of all processes connected therewith.
  - (ii) **Librarian:**  
The Librarian shall be a full time salaried officer of the University, and his appointment will be made following the procedure as laid down in the Statute No.(21), through the clause (3) to (9) for the teachers.
  - (iii) **Dean Student Welfare (DSW):**  
The Dean Students Welfare shall be an officer of the University and shall be appointed by the Vice-Chancellor from amongst the Teachers of the University.
- (2) The powers and responsibilities of the Controller of Examination, the Librarian and the Dean Student Welfare (DSW) shall be as specified in the Regulations.

## Statute 24

### CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS

- (1) (i) Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department by any Faculty Member and Head of the Department will forward it to the Vice Chancellor.

- (ii) On receipt of the proposal the Vice Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act, shall call a special meeting of the Board of Management to consider the proposal.
  - (iii) At such special meeting of the Board of Management the Vice-Chancellor shall call upon the members to indicate their opinion on the proposal by a secret ballot. No speeches or comments shall be permitted on the proposal at such meeting.
  - (iv) The Vice-Chancellor shall ascertain from scrutiny of the ballot papers, if the proposal has the requisite support. If the Vice-Chancellor finds that the proposal has the requisite support of the members, he shall declare that the proposal shall be submitted for approval to the next meeting of the Governing Body.
  - (v) Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.
- (2) (i) Any such proposal submitted for approval of the Governing Body shall be decided by a secret ballot of the members of the Governing body present and voting at the meeting.
- (ii) No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
  - (iii) The Vice Chancellor shall scrutinize the ballot papers in respect of the proposal with the help of tellers if necessary.
  - (iv) On scrutiny, if the proposal is found to have the requisite support the proposal shall be declared to be carried. In the absence of the requisite support the proposal shall be declared to be dropped.

### Statute 25

#### PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS

- 1) All the courses in the University will be run on self finance mode. The following types of fees may be charged from the students;
- I. Prospectus/ Registration form
  - II. Admission fees (Where applicable)
  - III. Tuition fees for the course
  - IV. Examination fees
  - V. Library fees
  - VI. Development/amalgamated fund
  - VII. Laboratory fees
  - VIII. Caution money

The University can introduce other heads of fees from time to time.

- 2) In addition, fees for duplicate mark sheets, revaluation, issuance of degree and such others examinations or result related fee may be charged from the students, as prescribed by the ordinance.
- 3) The components of fee may vary from course to course and shall be decided by the board of management for each course.
- 4) The fees for the courses which need approval of the regulatory bodies like NICTE/ NCTE/ MCI etc; shall be in conformity with those proposed by the concerned Regulatory Bodies.
- 5) The fee structure of various courses and provision of exemption from tuition fee will be decided by the board of management from time to time and will be made available to the students along with the prospectus for the concerning session.
- 6) The tuition fees for the various courses will be defined in their respective ordinances with the approval of M.P.P.U.R.C.

### **Statute 26**

#### **ADMINISTRATION OF ENDOWMENTS FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY**

- (1) The Board of Management may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals and Prizes of the recurring nature.
- (2) The Board of Management shall administer all the endowments.
- (3) The award shall be made out of the Annual Income accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment.
- (4)
  - (i) The Board of Management shall prescribe the conditions of depositing the endowment in a nationalized Bank.
  - (ii) The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
- (5) No endowment shall be accepted in contravention of the award, and effect shall be given to the wishes of the donor as far as possible.

- (6) In case any endowment is accepted by the Board of Management, the Board shall make a Regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purpose of the endowment, etc.
- (7) Approval of awardees of fellowships, scholarships, medals and prizes as per the specific regulation(s) / ordinance(s) belonging to the specific endowment will be given by the Board of Management.

### Statute 27

### CONVOCATION

The Degrees of the University including Honorary Degrees shall be conferred and such Postgraduate degrees, diplomas, certificates and medals and doctoral degree, in different disciplines as may be specified in this behalf by the Governing Body, shall be awarded at convocation of the University.

Provided that degrees may be conferred, and medals, diplomas and certificates may be awarded in absentia.

- (2) The Academic Council shall frame Regulations relating to the format of the Degree, Diploma documents, Certificates and citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocations.
- (3) The Visitor and in his absence the chancellor shall preside over the convocation function of the University. In the absence of both, the Vice Chancellor shall preside over the convocation function.

### Statute 28

### ADMISSION OF STUDENTS

#### 1. ADMISSIONS:-

- (a) Admission in the university shall be made strictly on the basis of the merit;
- (b) Merit for admission in the university may be determined—
  - (i) Either on the basis of marks or grade obtained in the qualifying examination and achievement in co-curricular and extra-curricular activities

- (ii) On the basis of marks or grade obtained in entrance test conducted
  - (a) By constituent institutions/University or
  - (b) By any competent/designated agency or
  - (c) By different State/National/Professional bodies.
  - (d) By an association of colleges/university conducting similar courses or
  - (e) By any agency of state /statutory body of Government of India, such as MCI/DCI/INC/BCI/PCI/NBE or AICTE and/or
- (iii) On the basis of group discussion/counseling/interview.

Provided that admission in professional and technical courses shall be made only on the basis of entrance test. The university may conduct its own entrance test or utilize the list of result examination/test conducted by different State/National/Professional bodies, recognized by Govt. of India / UGC/ State Govt., however admissions to UG/PG, Medical/Dental courses will be done as per directions of Hon'ble Supreme Court, MCI/DCI, Medical Education Dept. Govt. of M.P.

## 2. ADMISSION COMMITTEE

The admission in the constituent institutions/school of studies/depts. will be made by respective heads of institutions duly assisted by the admission committee strictly in accordance with the norms of the applicable Statutory Bodies and Authorities and as amended from time to time.

## 3. RESERVATION OF SEATS:-

Seats for admission in the university for the students belonging to scheduled castes, scheduled tribes, other backward classes, women, handicapped students, children of defense personnel and other specified categories shall be reserved primarily as per the policy of state government and as prescribed in the Act 2007 MPPURC and as amended from time to time.

## Statute 29

### Annual Report

#### 1. ANNUAL REPORT

- (a) The Annual report of the University shall be finalized by the Board of Management which shall include among other matters, the steps taken by the University towards the fulfillment of the objectives.

- (b) The annual report of the University shall cover the period from the 1st of July to the 30th of June following and shall be presented before the Board of Management at its annual meeting held after the expiry of the said period.
  - (c) The annual report shall envisage the future expansion of university keeping in view that focus should continue to be in the areas of continuous learning, sharing of knowledge, also investing in building a highly technical and capable resource pool of skilled and professional talent.
2. Copies of the Annual report of the university shall be circulated amongst the members of the Board of Management on or before the 31st of December, immediately following the expiry of the period to which it relates or at least fifteen days before the date on which the annual meeting of the board of Management, after the expiry of the said period is held, whichever is earlier.
  3. The Board of management shall, there after send a copy of the annual report to the member secretary and shall ensure that the same is placed before the meeting of Governing Body for approval. The annual report after the approval by governing Body will be submitted to the sponsoring body. A copy of Annual report will also be presented to visitor and regulatory commission. As per the provisions of Act, 2007 (MPPURC).

### **Statute 30**

#### **RESIGNATION**

Any resignation rendered by any employee shall be processed as per the Regulations prescribed for the purpose.

### **Statute 31**

#### **ACTION AGAINST TEACHERS**

If there is an allegation of misconduct against a teacher, the Vice Chancellor shall constitute a fact finding committee and if necessary based on the basis fact finding committee recommendations, may institute an inquiry committee for the purpose.

- (1) Based on the inquiry committee report, ~~the Vice Chancellor~~ may decide course of action

Including suspension depending on the gravity of misconduct, however, for taking actions to the extent of termination of the teacher concerned, the Vice Chancellor shall report the matter to Governing Body whose decision will be final.

- (2) Any person aggrieved by the action mention in clause (1) may prefer an appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order and the Chancellor may refer the case back to the Governing Body with his comments to review the case .

### Statute 32

#### ACTION AGAINST NON-TEACHING EMPLOYEES

- (1) Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding Committee and if necessary, based on the fact finding Committee recommendations, may institute an inquiry committee for the purpose.
- (2) Based on the inquiry committee report, the Registrar may decide course of action including suspension depending on the severity of the misconduct.  
However, for taking actions to the extent of termination of the non-teaching employee concerned, the Registrar shall report the matter to the Vice Chancellor whose decision will be final.
- (3) An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.

### Statute 33

#### APPOINTMENT OF EXAMINERS

1. In this Statute:

(i) "Internal Examiner" means:

- (a) In case of a theory paper, an examiner including a paper setter who is a teacher in a University Teaching Department/School of Studies/Department of the University.
- (b) In case of practical and viva-voce examination an examiner who is a teacher in the institution whose candidates are being examined at the examination center.

(ii) "External examiner" means an examiner other than an internal examiner.



- (iii) **“Co-examiner”** means an examiner in a written paper other than the paper-setter.
2. The office of the Registrar / Controller examination shall prepare for every subject an institution wise list of names of persons qualified for appointment as examiners. The list shall be in two parts, the first part containing the names of persons working as teachers in the University Teaching Departments/School of studies/Department the University and the second part containing names of persons other than teachers of the University qualified for appointment as examiners, whose names shall be obtained by the Registrar's office from other Universities on its own initiative or under the direction of the chairman of the Board of Studies concerned.
  3. The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely: -
    - (a) The academic qualifications and teaching experience at degree and post graduate levels.
    - (b) The field of specialization.
    - (c) The examination of the University and years in which they have acted as examiners in the past.
  4. The list so prepared shall be made available to the Examination Committee concerned constituted together with names of persons appointed as Examiners in the University during the two preceding years: The Committee may add to the list the names and experience of persons qualified for appointment as examiners but not included therein,
  5. The Registrar's/Controller of examination's office shall also give the Examination Committee the approximate number of candidates expected to appear at each examination and the list of centers of each practical/Viva-voce examination together with the estimated number of Candidates thereat.
  6. The Examination Committee shall, in the light of the provisions of the following paragraph, Recommend :-
    - (i) A panel of three names for the appointment of the paper setter of each written paper.
    - (ii) A list of names of persons for appointment as co-examiners where necessary, the number of names included in the list being at least 50% percent in excess of the number to the appointment.
    - (iii) A list of names of persons for appointment as examiners in each practical/Viva-voce examination, the number of names included in the list being sufficient for the conduct of practical/Viva-voce examination at different center.

7. The Vice-Chancellor shall appoint paper setters, co-examiners, practical/Viva-voce examiners ordinarily from amongst persons recommended by the Examination Committee. He may, however, appoint a person whose name is not included in the list of names recommended by the Examination Committee if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary to the provisions of the following paragraph.
8. The qualifications of the paper setters and Co-examiners shall be as follows:  
The Qualification & Experience of the paper setter & Co-Examiners shall be as per the norms laid down by the related regulatory bodies viz, UGC, MCI, DCI, BCI, NCI, PCI etc.
9. (1) in case of practical and Viva-voce examinations at the post graduate level, the external examiner shall be a person not below the rank of the Reader.  
(2) In case of Practical and Viva-voce examinations at the first degree level the external examiner shall be teacher of the subject with not less than three years experience of teaching the subject at the degree and / or postgraduate level.  
(3) The internal examiner in case of Viva-voce examination at the postgraduate level shall be the Head of Department in the subject whose regular candidates are to be examined and where the Head of the Department is not available a teacher of that Department shall be the internal examiner.  
(4) The internal examiner in case of practical examination both at the degree and the postgraduate's level shall appointed from amongst the teachers of the Department whose regular candidates are to be examined in the recommendation of the Head of such Department.  
(5) The external examiner at the post graduate level in case of practical/ Viva voce examination shall not be a teacher in a University Teaching Department/School of Studies/Department or this University.
10. (i) 50% of the paper setters at the postgraduate examination and 25% of the paper setters at the first degree examination in any examination in any subject shall be external.  
(ii) Where in any paper more than one examiner is appointed, the paper setter shall be Head examiner. Examiners other than the paper-setter shall be the Co-examiners.
11. (i) No one shall ordinarily be given more than one theory examinership (paper setting or Co-examiner ship) In case the Examination committee considers it

necessary to recommend more than one examinership (one for the first degree examination and one for post graduate examination) in case of any person, it shall specify its reasons for doing so for the consideration for the vice chancellor.

- (ii) Ordinarily not more than one paper setter shall be appointed from any one University Teaching Department, School of Studies of College in the same subject at any one examination.
  - (iii) No one who is a paper setter at any Postgraduate examination shall be appointed as an external Viva-voce examiner at that examination.
  - (iv) In case of under graduate practical examinations, one external examiner shall not ordinarily examine more than 120 candidates.
  - (v) In case of written examination, an examiner shall not ordinarily value more than 250 scrip and co-examiner shall be appointed if the number of candidates appearing in the paper is more than 300.
  - (vi) While recommending names for examinairship in faculties where English is not the sole medium of examination the examination Committee shall ensure that the examiners recommend can value the scripts written in Hindi.
  - (vii) The provisions of sub paragraphs (1) and (2) above shall not apply in case of Examinations in the faculties of engineering, Technology, Education, Physical Education, Medicine and Ayurveda.
12. (1) Examiners shall be appointed for the examination of one year only, but they shall be eligible for re-appointment
- (2) An examiner may be discontinued at any time if his work is found unsatisfactory.
- (3) An examiner's work shall be deemed to be unsatisfactory if
- (i) Mistake of such nature is found in his/her work in the course of checking and scrutiny which affect the result or
  - (ii) He or she is found by the governing body to have delayed the work without good cause or
  - (iii) There is an adverse report from the head Examiner; or
  - (iv) In the opinion of the governing body there are reasonable doubts about his integrity or suspicion that he is accessible to examiners or their relations and

- (v) If there is serious complaints against his paper e.g. that his paper was much above or below the standard or contained questions outside the prescribed course.

13. (1) in paper for which there is only one examiner, he shall set the paper and Value the answer books received by him.
- (2) In a paper for which more then one examiner has been appointed, the head examiner shall:-
- (i) Set the paper ;
  - (ii) Forward a memorandum of instruction for the guidance of the co-examiner to secure conformity with list own standard in the valuation of the answer book by his co examiners.
  - (iii) Forward to each co-examiner at least five answer books duly marked by him to serve as models.
  - (iv) Take care to see that model answer book shall, as far as possible, be representative of all grades of candidate, i.e. failure and third, second and first division.
  - (v) Assign duties to the Deputy Head Examiners, if there be any.
  - (vi) Value such number of answer books as may be allotted to him.
  - (vii) Examine the test installments of answer books received from the co-examiner in accordance with the succeeding subpart and convey his approval of the marking or issue such instruction as may be necessary to secure uniform standard in valuation.
  - (viii) Report to the Registrar/Controller of Examinations on the work of the co examiner and state whether he has observed the instructions received from the Head Examiner.
- (3). A deputy head Examiner shall act as a co-examiner in relation to the Head Examiner that may be allotted to him. He shall, however forward a copy of the memorandum which he received from the Head Examiner to each of his co-examiners. Where the number of co-examiners is more than six, a Deputy Head Examiner shall be appointed.
- (4). (i) The Head Examiner shall, as soon as he receives answer books

may forward to his co-examiners a memorandum of instructions to each co-examiner model scripts as provided for in clause (iii) of subpara (2) above.

- (ii) A Co-examiner shall, on receipt of the memorandum of instructions start valuation of the answer books allotted to him. He shall send to the Head Examiner first test installments of ten marked answer books for re-examinations. The co-examiner shall continue his valuation work; but shall adjust his valuation according to the standard set by the Head Examiner.
  - (iii) The Co-examiner shall forward to the Head Examiner a further installment of five answer books.
  - (iv) The Co-examiner shall comply with all instructions given to him by the Head Examiner.
  - (v) In case the co-examiner does not received the memorandum of instructions form the Head examiner, he shall remind the Head Examiner under intimation to the Registrar/Controller examination's. If the Head Examiner does not receive the first test installment and subsequent installment of answer books, he shall remind the co-examiner concerned under intimation to the Registrar/Controller examination's.
- (5). Notwithstanding the provision of sub-para (2) to (5) above where the Academic Council so decides, in case of paper where for more than one examiner is required, the paper setter shall draw up and send detailed memorandum of instructions regarding valuation of answer books including solutions of numerical questions along with the question papers set by him. The detailed memorandum of instructions, moderated if necessary by the Moderation committee shall be sent by the university to all examiners in the paper .All examiners shall value the answer books allotted to them strictly in accordance with the instructions contained in the memorandum of instructions. There shall be no exchange of model answer books and installments market answer books between the paper setter and other examiners.
- (6) If for any reason an examiner becomes unable to value the answer books or to perform the duties of the head Examiner, after setting the question paper, he shall be entitled to receive only one half of the amount of fees for paper setting, the balance being payable to the examiner who values the answer books of acts as Head Examiner.

- (7) Provided that if the setter dies before he is able to take up or complete the valuation of answer books, full fee prescribed for paper setting shall be paid to the heirs of such paper setters.
- (8) In case of examinations, where the Ordinances Provided for a second/supplementary examinations the paper setter may be required to set two papers any one of which may be used for the main examinations, the second being used for the second/Supplementary examinations. The paper setter shall be an examiner at both the main and the second/ supplementary Examinations. The other examiner ships may go to other qualified teachers who couldn't be provided with theory examiner ships at the Main Examination.
- (9) (1) In any subject, if Viva-voce examination is prescribed, it shall be conducted by a Board of two examiners of whom one shall be an external examiner and the other internal
- (2) Except in the case of M. Sc (Previous) Examination in Chemistry, there shall be a board consisting of two examiners, one internal and the other an external examiner for conducting the practical examination in each special branch of the subject as the case may be.
- (3) In the case of M.sc (Previous) Examination in Chemistry, the Board shall consist of three examiners, of whom and shall be internal examine and two shall be external examiner. The board shall be so constituted as to represent all the three branches of Chemistry, namely Inorganic, Organic and Physical.
- Note: In case of Viva-voce for LL.M. (Final) there will be two external examiners and one internal examiner.
- (10) In the case of a subject for M.A, M.Sc., M.Com, & M.P.Ed examinations, where thesis is permissible in lieu of a paper there shall be a board of two examiners for reading the thesis. The maximum numbers of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the valuation of these two examiners differs by twenty percent, the thesis shall be referred to the third examiner, (other than a teacher of the University) Who shall award marks out of half of the maximum marks for the thesis. The aggregate of two of the three awards nearest to each other and to the best advantage of the candidate shall be taken as the correct valuation.
- (11) Notwithstanding anything contained in the foregoing paragraph:-
- (a) The examinations in written papers and the practical and oral and clinical are session test, in each subject or group of subject for an examination in the faculty of medicine shall be conducted by a Board of two or four

- examiners one or two as case may be, of whom shall be external examiner/(s) and the other/(s) internal examiner/(s)
- (b) There shall be a Board consisting of examiners of whom two shall be internal and two external in each of the subject for the M.D./M.S. examinations for written papers, and the practical oral and clinical tests.
- (c) In the faculty of medicine no person shall ordinarily be appointed as an examiner in any subject unless he has taken at least five years previously a Doctor's or master's Degree or a post graduate diploma of a recognized University or an equivalent qualification, and thereafter has had at least five years teaching experience in the subject in University or an affiliated college of a University recognized by the medical Council of India. In each subject there shall be at least one internal examiner (The Head of Department)
- (d) The internal paper setter for examination in each subject in the faculty of medicine shall be appointed by rotation form amongst the Head of the Departments of the University. If Head of the Department cannot be an examiner, the next senior most teachers in the subject shall be the internal paper setter and examiner.
- (12). Ordinarily the external examiner of the Board shall be the Chairman of the Board concerned. The marks shall be submitted under the signature of all the members of the board concerned but the report on the working of the examination, the equipment of laboratories and the thesis, shall be submitted by external examiner of each board under his signature only.
- (13). In case of an examination for a research degree, Examination Committee shall recommend for each thesis to be examined a panel of at least six names of persons who :
- (a) possess a research in the subject and at least ten years teaching experience at the post graduate level, or
- (b) Are scholars of repute in the subject
- (14). (i) No person shall act as paper setter or examiner either in the theory, Viva-voce of practical examination if any of his relations is taking the examination.
- (ii) No person shall act as a moderator or tabulator for any examination if any relations are appearing/has appeared at that examination.

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**Statute 34****THE PROCTORIAL BOARD****(Refer Section 25 of the Act 2007)**

1. There shall be a Proctorial Board to maintain the discipline amongst the student of the University. It shall consist of the following members:
  - (i) A Professor nominated by Vice-Chancellor (Chairman)
  - (ii) The Chief Proctor (Convenor)
  - (iii) Additional Chief Proctor – 3 Gentleman and 2 Lady Professors
  - (iv) Dean Students Affairs.
  - (v) All Proctor (s)
  - (vi) All Wardens of the Hostels
  - (viii) One of the two students nominated by the Vice Chancellor from amongst the student members of the Board of Studies.
2. The Proctorial Board shall prepare a Code of Conduct to be followed by the students and shall place it before the Board of Management for its approval.
3. Any violation of the Code of Conduct or breach of any rule or regulation of the University by any student shall be record as indiscipline and shall make the student liable for disciplinary action against him/her.
4. The Chief Proctor and Proctors shall be appointed by the Vice Chancellor from amongst the teachers of the University, the number of Proctors shall be determined by the Vice-Chancellor depending upon the enrollment of the student in the University.
5. The Chief Proctor and Proctors so appointed by the Vice Chancellor for the period not exceeding three years.  
Provided than Vice Chancellor may remove Chief Proctor or the Proctor before the completion of his/her tenure if he/ she fails to discharge the duties well or if his/her activities are prejudicial to the interest of the University.
6. The Power and duties of Chief Proctor :
  - (i) The Chief Proctor shall get a Proctorial Form filled by students and keep it for the record in his/her office .
  - (ii) He/she will issue Identity Card to each student under his/her seal and signature.



- (iii) He / She shall be authorized by the University to issue rail and air travel concession orders to the bonafide student of the university
- (iv) He/she will place all the matters brought to his/her notice before the Proctorial Board on being approved by the Vice-Chancellor.

### **Statute 35**

#### **PRO-VICE CHANCELLOR**

**(Refer Section 20(2) of the Act 2007)**

1. The Chancellor shall have the power to appoint Pro-Vice Chancellor for a period of not exceeding four years.
2. The Pro-Vice Chancellor shall receive salary in the pay scale prescribed by the Board of Management of any other salary package as approved by Board of Management on the basis of mutual agreement.
3. The qualification, salary and mode of appointment shall be prescribed by the Governing Body of the university.
4. The first Pro-Vice Chancellor of the University may be appointed by the Chancellor for a period of two years.
5. For the appointment of the Pro-Vice Chancellor on the recommendation of the selection committee constituted for the purpose, The Committee shall consist of:
  - (i) Two eminent academicians nominated by the sponsoring body
  - (ii) One of the members shall be appointed as the Chairman of the selection committee by the Chancellor.
6. The committee shall submit a panel of at least three persons for the appointment as Pro Vice Chancellor.  
 Provided, that if the Chancellor does not approve the recommendation of the selection committee, he/she may call fresh recommendation of the committee.
7. The Chancellor shall appoint one of the persons as the pro- Vice Chancellor for a tenure of four years.
8. The Pro-Vice Chancellor shall be whole time salaried officer of the University.
9. Subject to the control of Chancellor and vice Chancellor, the Pro - Vice Chancellor shall carry out all the duties and exercises all powers of the Vice-Chancellor over the campus/school for which he/she has been for which he/she has been appointed.

10. Subject to the approval of the chancellor there can be more than one Pro-Vice Chancellor.

### **Statute 36**

#### **DEAN STUDENT WELFARE**

1. The Dean Student Affairs officer of the university may be appointed for a period of three years by the Board of Management on the recommendation of Vice-Chancellor. The first Dean Student affairs officer of the university may be appointed by the chancellor for a period of two years.
2. The Dean Student Affairs shall be a full time salaried officer.
3. The Qualifications, salary and mode of appointment shall be prescribed by the Board of Management of the university.
4. The Dean Student Affairs shall be governed by the service rules prescribed by the university for the employees of the University.
5. The Dean Student Affairs shall be Advisor cum Treasurer of the University Student Association and the Head of the information Bureau and Employment Bureau of the University.
6. The Dean Student Affairs shall if required by the board of management, Academic Council be present at any meeting of the authority concerned where matters relating to students welfare come up for consideration by the authorities.
7. Subject to the control of Vice Chancellor and Board of management, the Dean Student Affairs shall:
  - (i) Make arrangement to ensure suitable lodging and boarding facilities to the students, who desire to live in hostel.
  - (ii) Arrange for employment of student in accordance with plans approved by the Vice Chancellor and the Board of Management
  - (iii) Assist the students in obtaining scholarships, studentships, etc. by furnishing them the information relation to these.
  - (iv) Communicate with the guardians of the students concerning the welfare of the students.
  - (v) Perform such other duties as may be assigned to him for time to time by the Vice Chancellor and the Board of management.

## Statute 37

### STUDENTS GRIEVANCES REDRESSAL COMMITTEE

A Student Grievances Redressal Committee will be constituted for disciplinary action against the students who will look after:

1. General Complaints: Any type of complaints launched by the students.
2. Complaints of SC, ST & OBC – Complaint submitted by the students of the reserved category for any type of grievance.
3. Complaint regarding Ragging: There will be provision of anti ragging cell which will take the feedback time to time & if necessary matter will be kept before the committee for disciplinary action against the students involved in the ragging.

#### Committee Consist of:

Head of Institution of concerned Dept./Institution	Chairperson
Three Senior Prof. of the University out of which one should be female.	Member
One faculty member should be of reserve category.	Member
Four Students of the concerned department out of which one should be female & one of reserve category.	Member

Whenever necessary meeting of the committee will be held & the report will be submitted to the Vice-Chancellor for Disciplinary action against the concerned student/students.